Junior Librarian.net User Guide

Click on **Other Libraries** to visit *MLSLibraries.net* and library catalogues outside of your school.

Click on **Settings** to choose from a selection of different icons and backgrounds (log in required first).

Click in the quick **Search** box to begin searching for resources.

Click **Enquiry** to browse through the library catalogue.

Click on **Circulate** to issue and return books.

Click on **Reviews** to write a descriptive review of a book you have borrowed.

Click on **Librarian only** to go into the Librarian's **management** area of the system (authorised log in required first).

Students and Librarians should click **Log On** to access other features available on an individual basis.

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Chapter 1: Getting Started

This chapter introduces you to **Junior Librarian.net**.

The **Introduction** section gives a brief overview of how **Junior Librarian.net** runs, how to get help should you need it and also how to feed back any comments and suggestions for ways to improve **Junior Librarian.net**.

The **Prerequisites** section tells you what you need in order to run **Junior Librarian.net** successfully on your computer. Included in this section is information on installing the **hardware plugin**, which enables you to use hardware other than the standard barcode reader with your **Junior Librarian.net** software. You do not need to install any additional software to enable hardware such as the IdentiKit to work with **Junior Librarian.net** once you have installed the **hardware plugin**.

Introduction

About Junior Librarian.net

Junior Librarian.net is a web-based library system which is accessed via a web browser. The web browser accesses a web server which hosts your Junior Librarian.net website. The library database is held on a separate SQL server, which gives you a robust and manageable database storage solution. The aforementioned server(s) are administered by **Micro Librarian Systems**, leaving you the easy task of simply accessing and administering your own **Junior Librarian.net** library system via the Internet.

Obtaining Technical Support

Our friendly dedicated team are always on hand to offer clear, step by step expert advice and assistance by phone, fax or email whenever you need it.

Tel: **(+44) 0161 449 9357 Option 1**

Fax: **(+44) 0161 449 0055**

E-mail: support@microlib.co.uk

On the Web:

The quickest and easiest way to contact us is through the online MLS **Service Area**.

www.microlib.co.uk/MyMLS

Here you can:

- Search our comprehensive knowledgebase
- Search the MLS forums for any related discussions
- Open and download software User Guides
- Raise support tickets and track progress of any live incidents online
- Obtain further contact information

Comments and Suggestions

If you have any comments or suggestions for ways to enhance any of our products, you can contact us using the above details.

Note: All suggestions will be considered for future development. In the past several years the suggestions that our customers have made have played an integral part in our development. This feedback enables us to develop the system to meet your needs.

Getting Started with Junior Librarian.net

1. Open **Internet Explorer**

2. The **URL** for your **Junior Librarian.net** website is based on your **MLS User Number**, please see examples below.

    2.1 If your user number is **98757** the **URL** would be http://U098757.juniorlibrarian.net

    2.2 If your user number is **12** the **URL** would be http://U000012.juniorlibrarian.net

    The **User Number** is always padded out to be **6 characters** long, by using '**0's**, prefixed by the letter **'U'**.

3. To access **Management** you simply need to click on **Log On**, enter your login credentials (see following point for login credential details) and click on **Librarian Only.**

4. Please note that your default username and password is NOT the same as that you may have used in **Junior Librarian 3**. Each site is allocated its own, unique login credentials which will be emailed to each individual site. These **must** be kept **confidential**.

    N.B. If you do change your password in future, please make sure you use a secure password, preferably consisting of numbers and both higher/lower case letters.

Prerequisites

Machine Spec

Please note, it is advisable to be logged into the PC as an **Administrator** in order to install any prerequisites and configure Internet Explorer.

Please make sure you are running **Internet Explorer 7.0+** on every machine you wish to run **Junior Librarian.net** from. Below are the machine specifications required for running **Junior Librarian.net**:

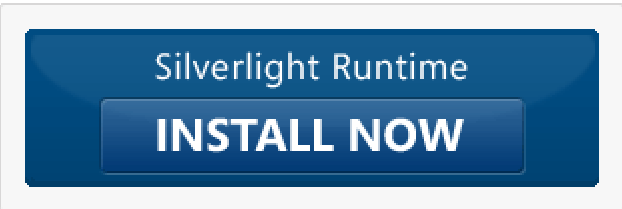
Library PC:
1.5 GHz Dual Core CPU or better with 1GB RAM.
Free USB ports for hardware
400MB of free disk space (for scratch disk and IE plugin)

Other client PC's:
1GHz Single Core CPU or better with 512 RAM.

Internet connectivity
Minimum 512K ADSL (or equivalent) broadband connection (1MB or above recommended)
Please note: this is what is required for our application alone. If you are sharing this connection with lots of other people or applications, you may find you require a faster internet connection.

Installing Silverlight

It is a requirement of the software for you to have **Silverlight** installed on the machine which you wish to run **Junior Librarian.net** from. A link to install **Silverlight** becomes available as soon as you try to access **Junior Librarian.net**; alternatively, if you wish to download this manually beforehand, please click on http://silverlight.net/getstarted and click on the link to **Install Silverlight**



Unlocking Circulate

Please follow the below instructions in order to use **Circulate** without installing the **plugin** (if you are only using a barcode reader on your PC, rather than an IdentiKit fingerprint scanner).

Launch **Internet Explorer**, and enter the **URL** for your **Junior Librarian.net** website.

Click on the **Log On** button from the home page.

Log in using either the **administrator** or **librarian** login credentials.

Click on **Circulate** from the book; the alert will pop up as shown below.

Click **Yes**.

Close **Circulate** and **Log Off** to disable **Librarian Only** functions.

This PC is now set up to allow resources to be issued and returned without having to log into **Librarian Only**. This is handy if you want to allow student librarians to issue and return books from that computer as it poses no security threat to your student / resource data.

If you only use a Barcode Reader, and do not use Active Directory linking, you are now ready to use your Junior Librarian.net Hosted library system.

If you do use Active Directory linking or use IdentiKit, RFID or Security Gates at school, please continue reading.

Installing the Hardware Plugin for IdentiKit

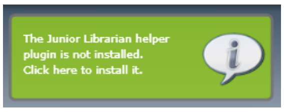
IMPORTANT
ONLY IDENTIKIT HARDWARE THAT IS COMPATIBLE WITH DIGITAL PERSONA **PLATINUM** EDITION DRIVERS WILL WORK WITH JUNIOR LIBRARIAN.NET. IF YOUR IDENTIKIT USES DIGITAL PERSONA **GOLD** EDITION DRIVERS, YOU NEED TO PURCHASE AN UPDATED IDENTIKIT.

Installing the **Hardware Plugin** is a prerequisite if you wish to issue or return books from a particular computer, using the IdentiKit device.

Please Note:

- **We suggest that installation is carried out by an ICT technician.**
- **Installation should only be performed at the PC where you issue books.**
- **Ensure you are logged on as Administrator with full permissions.**
- **If you are using an Identikit device, plug it in before you begin the installation.**

You will be prompted to install the plugin when you log into the **Grown Ups** area on the signpost on the **Home** page

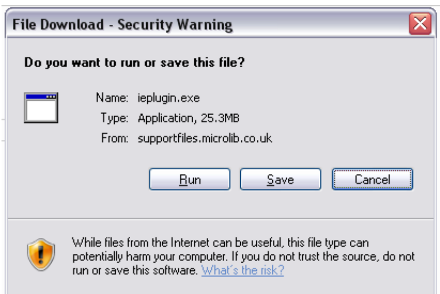


When you accept the prompt, a PDF document will display on your screen, detailing where to download the plugin from and how to install it.

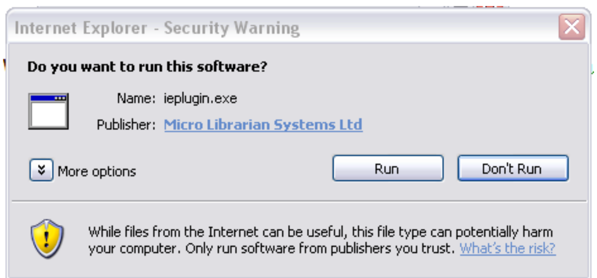
Enter the below web address into your Internet Explorer Address bar:

http://supportfiles.microlib.co.uk/ieplugin.exe

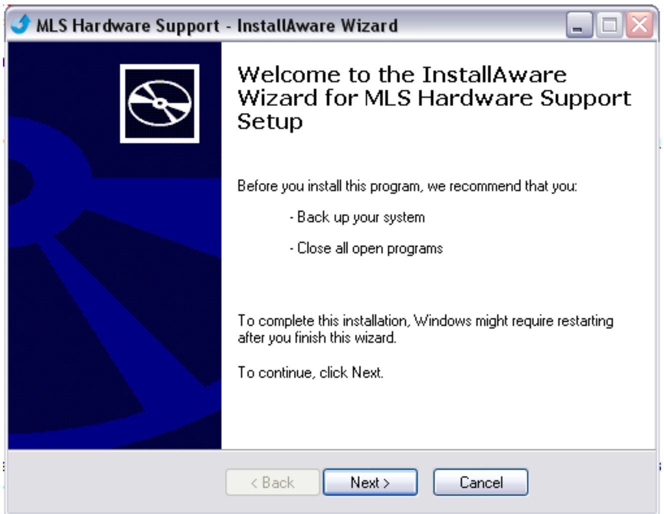
A **Security Warning** box will pop up asking if you want to run or save this file. Click on **Run**.



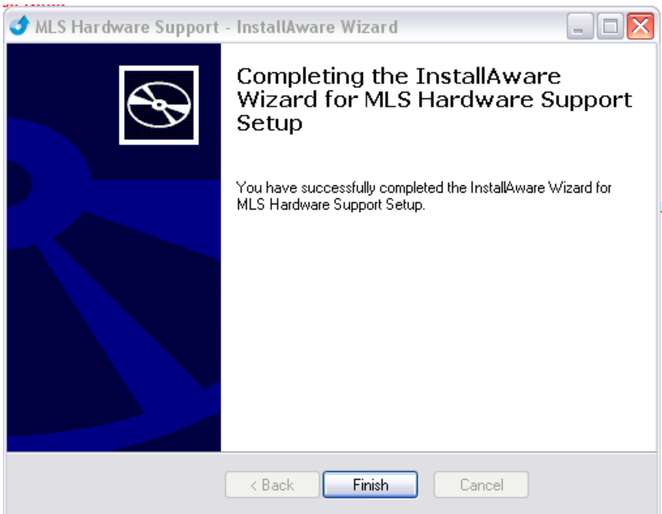
Once the file has successfully downloaded, another **Security Warning** box will pop up; this time giving you the options to **Run** or **Don't Run**. Click on **Run**.



The **InstallAware Wizard for MLS Hardware Support Setup** will load. Click **Next** on the first and second screens of the Wizard.



Once the installation has completed, click **Finish**. You *may* be prompted to restart your computer.



Please Note: This installer automatically adds ***.microlibrarian.net** to your **Internet Explorer Trusted sites**. Please ensure that there are no **Group Policy Settings** on the **Domain Controller** which could override the changes you have just made.

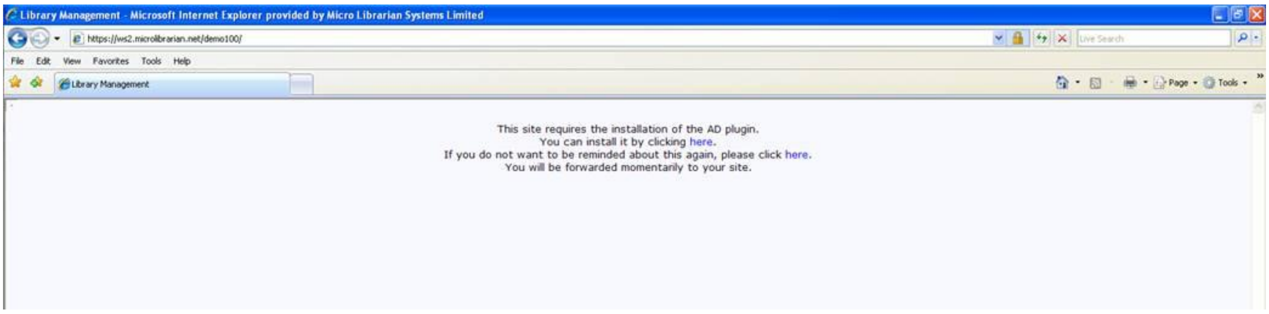
Please also ensure that your **Proxy Server** is not blocking the **Junior Librarian.net Hosted URL**.

If you are unsure of any of the above, please ask your IT Technician.

Installing the AD Plugin for use with Active Directory Linking

If your **Junior Librarian.net Hosted** software is linked with **Active Directory** (i.e. borrowers are automatically logged into **Junior Librarian.net Hosted** when you log into the computer), you will be prompted to install an **AD Plugin** when you enter the site.

To install the **AD Plugin** ensure you are logged into the computer as an **administrator** before clicking on the relevant link (below) and following the on screen instructions.



If you do not wish to install the **AD Plugin**, and you do not wish to be reminded about it again, click on the relevant link (above).

Login details for **My Account** will be requested if –

a) The user you are currently logged into the PC on is not **Active Directory** linked to your borrower account in **Junior Librarian.net.**
b) You are accessing the **Junior Librarian.net Hosted** system from <u>outside</u> the **school network**

Please Note, the login details for **My Account** are not the same as the **Active Directory** login details.

For further information on **Active Directory Linking** please see **Chapter 12: Security**.

Chapter 2: A General Overview of Junior Librarian.net

This chapter will give an explanation of the home page, as well as the different areas of the system you'll be able to view once **Junior Librarian.net** has been opened.

A brief explanation will be given for each section on the home page. The different areas of each section will all be covered in depth later on in the guide.

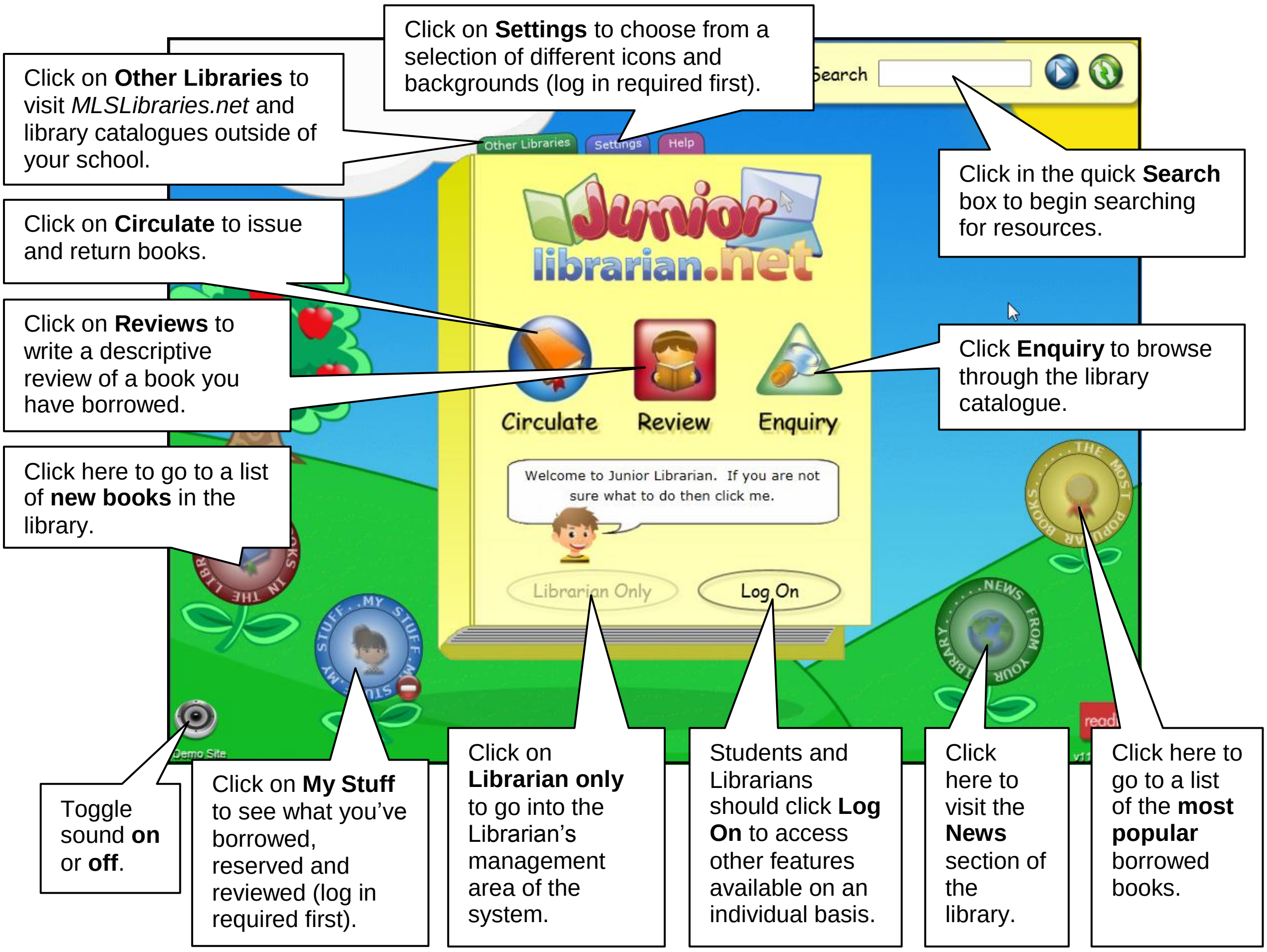
The Home Page

The home page is the first screen you will see once **Junior Librarian.net** has been opened. There are two different 'looks' or interfaces to the home page that can set in **Librarian Only** or **Grown Ups**; *Junior Classic* or the *Beach Scene*.

Junior Classic

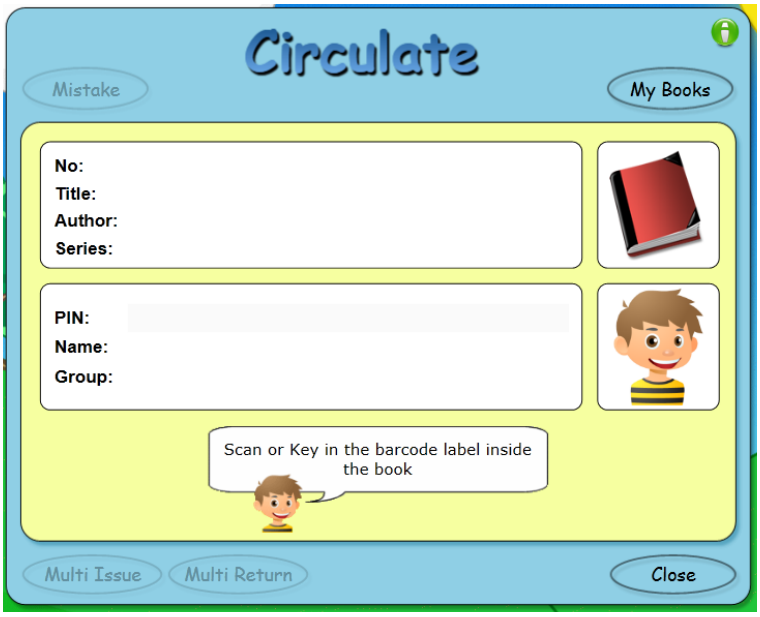
The home page of Junior Librarian.net Classic features the book interface. The book interface hosts a number of interactive links that you can click on.

Access a feature of the system by choosing an icon or button from the book interface.



Circulate

Circulate allows for students to borrow or return books. Multi Issue and Multi Return can be accessed by both the teacher librarian and the student librarians once they have logged in.



Follow the instructions on the screen to either issue or return a book. Once you have **scanned** the barcode label inside the book, **scan** the student's barcode label or have the student place their finger on the IdentiKit (if purchased). If they already have this book on loan, it will be returned. If they do not have this book on loan, the book will be issued to them.

Search

Search is a facility for both the students and the librarian to use in order to search for resources within the library. There are two ways to search from the Junior Librarian.net Classic interface: Visually or with Text. After performing a search, the **book shelf** interface will list the search results.

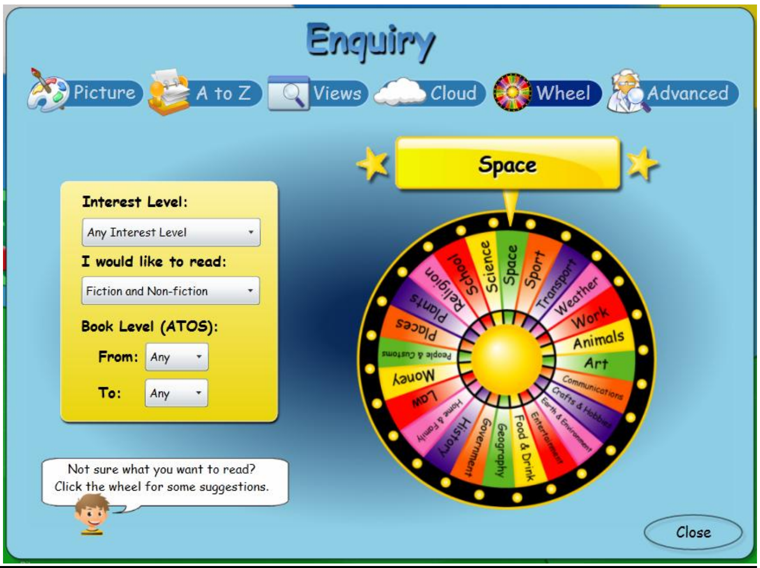
<u>Visual searching</u>

Click on **Enquiry**  and the main window for visual searching will appear. Choose to perform the search using categories such as A-Z (of authors, titles and genres), the Cloud, the Wheel or with an Advanced search.

Simply click on any of the visual search icons to begin searching in that area of the library.

Click on the **Cloud** button to search from a number of suggested titles, authors and keywords. These are pre-defined by the top twenty most popular searches.

Click on the **Wheel** button to conduct a random search from a variety of pre-defined categories; it searches resources that have Accelerated Reader quizzes attached to them.



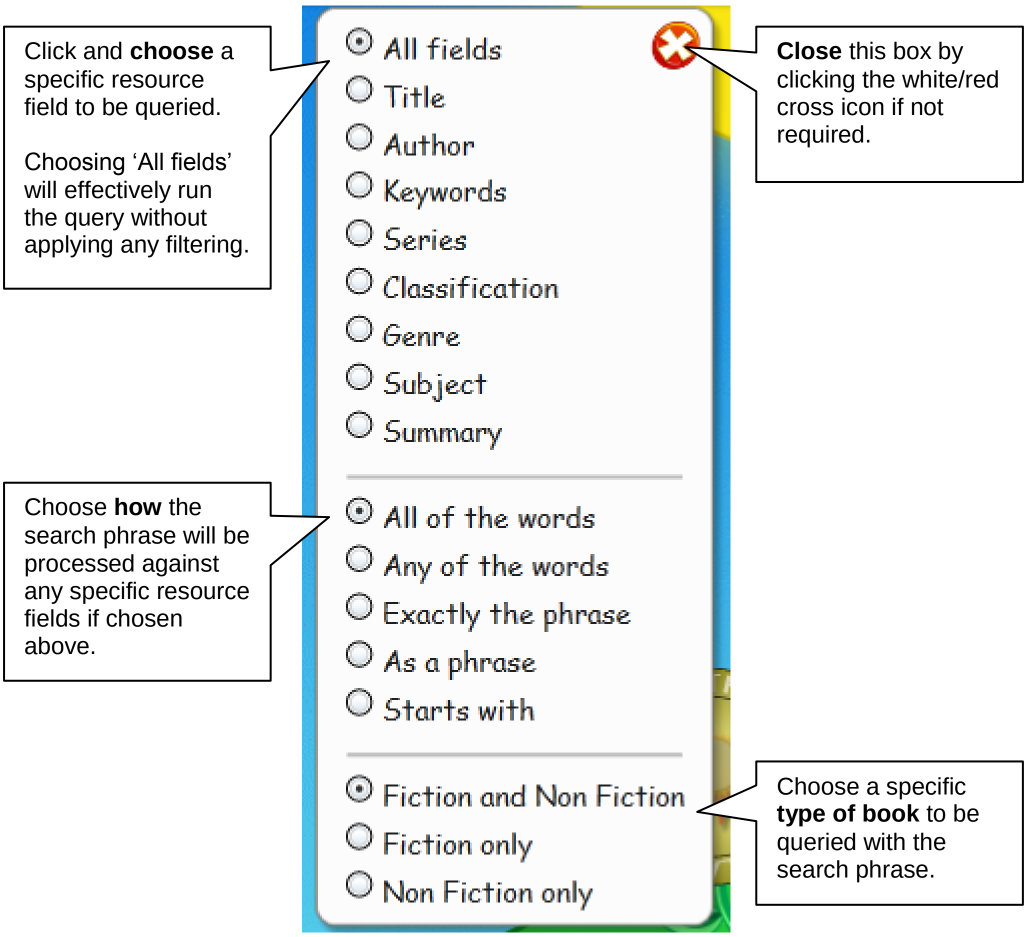
Click on the **Advanced** button to perform a search of specific fields in the library catalogue.

Text searching

From the home page, find the quick search area in the top-right corner of the screen which is ready for search criteria to be entered by keyboard.

Press ENTER on your keyboard or click on the white/blue arrow button to start the search. Clicking on the green button will reset the search box.

After typing the third character of the word or phrase into the search box a white box will appear to help fine tune the query if required.

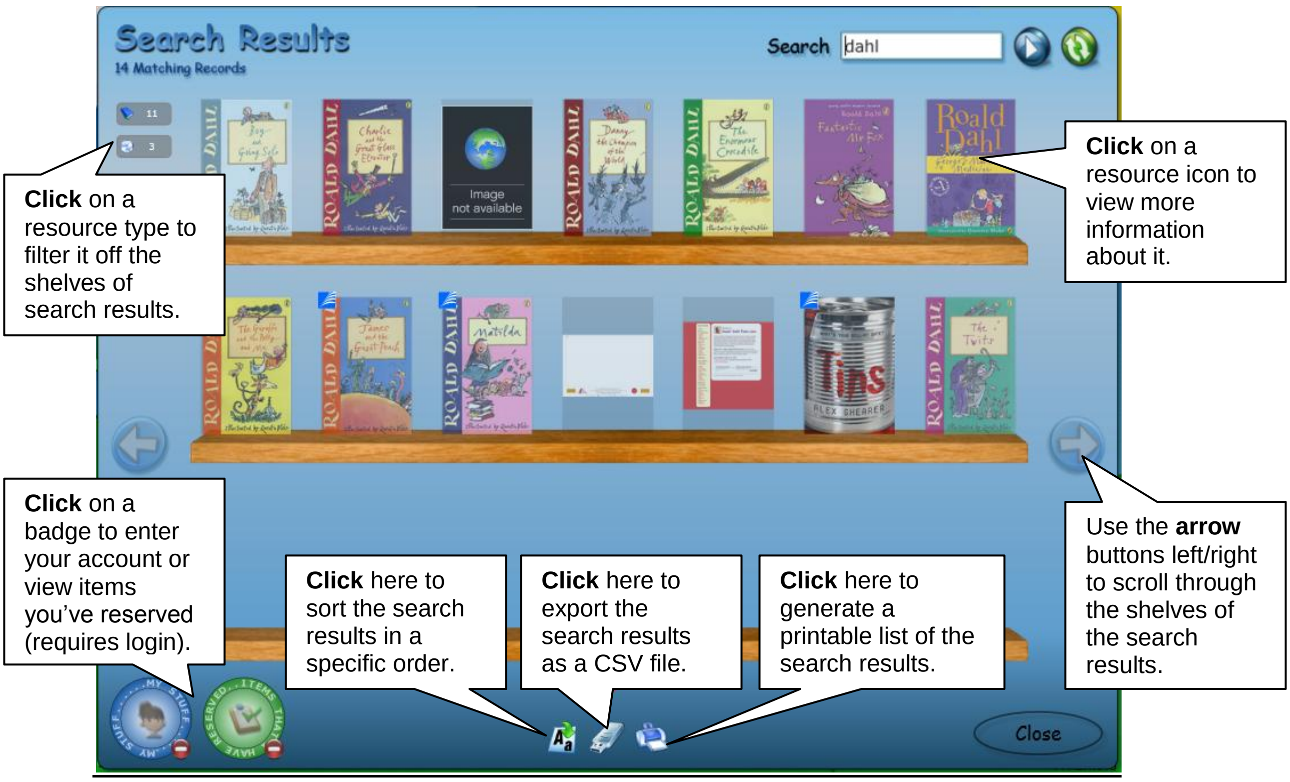


Search results on the Book Shelf

After conducting a search either visually or by text, the search results are displayed on a book shelf interface. Depending on the number of results you can scroll right or left to view all of the shelves with the resources that met your search criteria.

Clicking on a given resource icon displays further information about it including the title or name, author, class and its availability in the library.

You may also filter, sort, print and export the results directly from the book shelf interface.



My Stuff

The **My Stuff** icon is disabled until the user logs on. Click on the **Log On** button to be taken to the logon screen where the user must enter the user name and password before they are given access to their personal area of the system. Alternatively, the user may place their finger on the **IdentiKit** fingerprint scanner and be logged in, if the hardware is installed and available.

These credentials must first be set by the Librarian in **Management** manually or alternatively the user will be automatically logged in if they have been successfully linked with Active Directory. More information on setting up borrower user names and accounts can be found in **Chapter 3: Settings; Password Manager** and **Chapter 12: Security**.

Once the user has successfully logged in, the **My Stuff** icon will be enabled.

The user may now see their **Current** and **Past** loans, write a **Review** for resources they have borrowed and **Reserve** resources that they would like to borrow.

Reviews

From the home page, click on **Review** and enter the borrower PIN or place a pre-registered finger on the touch pad if the IdentiKit system has been purchased. The PIN might also be the borrower barcode number. When successfully authorised, the user's name will be displayed.

A list will be displayed of books previously borrowed. Click on any one of these records before clicking on the **Review this book** button to be taken to the area to write a new review.

The user should write about the resource and make use of various formatting options such as different font styles, colours and smilies to help explain the review.

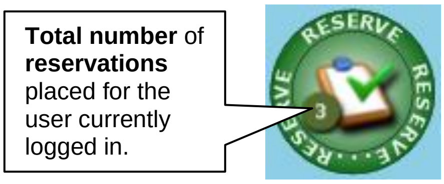
Click on the **Save** button to keep changes to the review without finalising it. Choosing this option will allow the user to come back and finish the review at another time. Choose the **Publish** button to save and finish the review; the user cannot return to make anymore changes to the review after publishing it.

Both options will send the review to the **Reviews** table in **Management** for the Librarian to acknowledge and approve it before it is actually published for all users of the library to see. Details of acknowledging user reviews in **Management** can be found in **Chapter 9: Reviews**.

Reservations

Firstly, log into the system from the home page and conduct a search using any of the searching methods as described above. Find a resource from the search results on the **book shelf** and click on it to view the details of the item.

The **In/Out** notification icons at the bottom-left of the screen depict whether a copy of the resource is available for loan at this time or not. If the latter, the user may place a reservation on the item by clicking on the green **Reserve** icon near the top-right corner of the screen.



By reserving a resource, the total number of reservations for the immediate borrower (shown inside the icon) will increase by one.

A record of the reservation will be placed in the **Reservations** table in **Management** for the Librarian to manage. Details of managing reservations in **Management** can be found in **Chapter 8: Reservations**.

Librarian Only

To gain access to **Management**, an authorised user must first log on as normal. The **Librarian Only** button will be activated if the user is authorised to use the administrative areas of the system.

Details of setting up users to gain access to **Librarian Only** is covered in **Chapter 12: Security**. Please note, **Librarian Only** shares the same function as '**Grown Ups'**, when using the Beach Scene interface rather than Junior Classic.

Settings

Use the **Settings** features to change fundamental aspects of the Junior Classic interface display.

Choose from five different **themes** that affect the icons used throughout the interface.

Change the **language** used throughout the Junior Classic interface (currently unavailable).

Choose from eight different **backgrounds** to change the main image displayed behind the book interface.

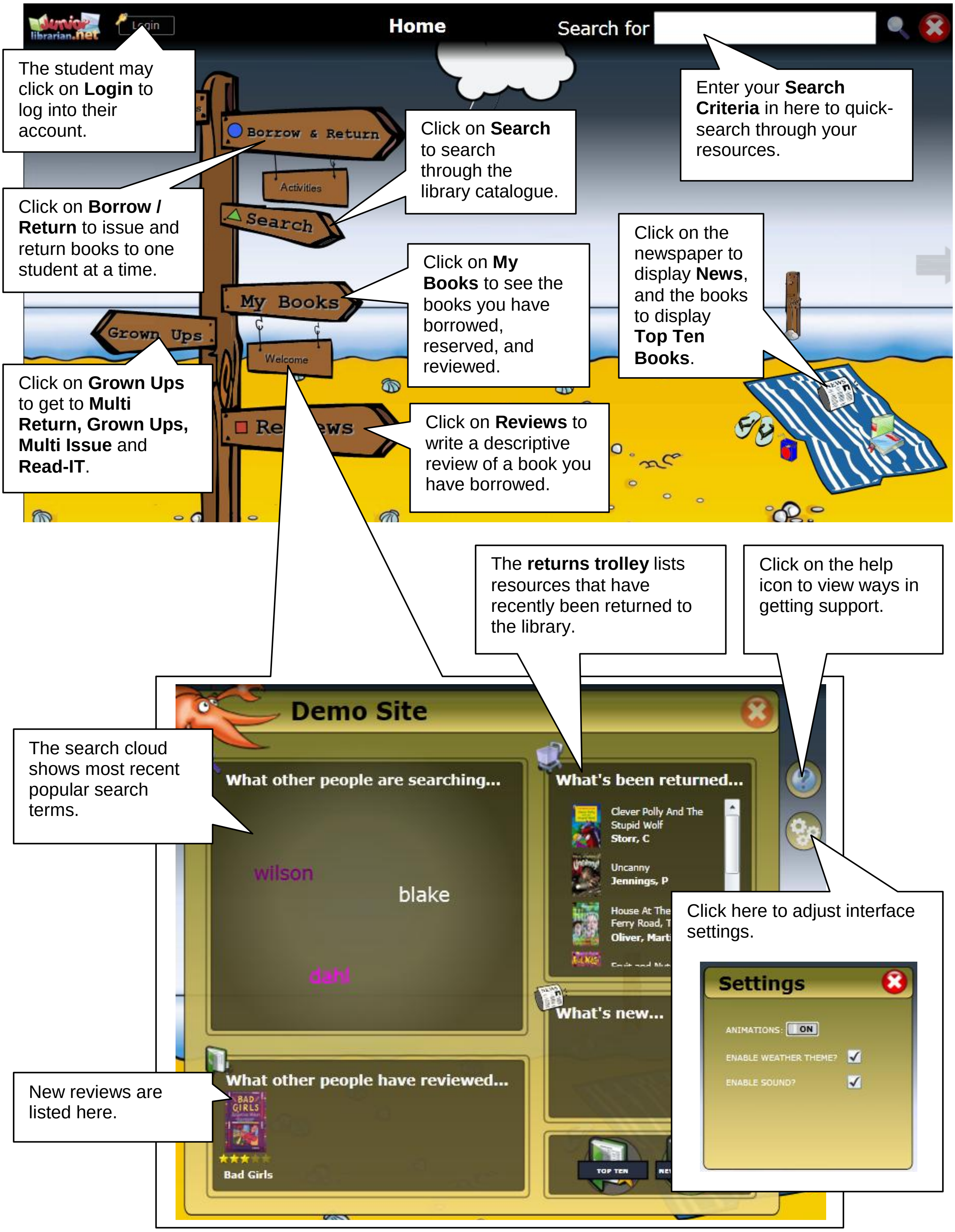
Click **OK** to save any changes made or click **Cancel** to discard the changes and return to the book interface.

More features are available here if a user of **Librarian Only** has logged in before clicking on **Settings**.

Enable or disable the **Other Libraries** tab appearing on the home page. This setting affects any user of the system.

Enable or disable the **Circulate** module from being **unlocked** when the plugin is not installed.

The Beach Scene



Turning off Animation to Increase Speed

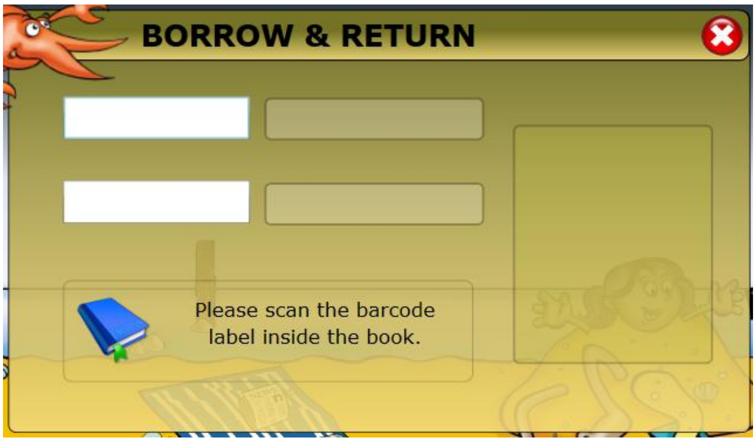
Turning off the animation on the home page may increase the speed of the system. Click on the bottom right hand corner of the **Home Page** (as detailed in the image above) to move the page across and display the **Animations** button.

Click the switch to change **Animations** from **On** to **Off**.

Please note, if you are experiencing any speed issues, please turn animations off before you contact the helpdesk for assistance.

Borrow & Return

Borrow & Return allows for students to borrow or return books one at a time, one pupil at a time. This may be accessed by both the teacher librarian and the student librarians.



Follow the instructions on the screen to either issue or return a book. Once you have scanned the barcode label inside the book, scan the student's barcode label. If they already have this book on loan, it will be returned. If they do not have this book on loan, the book will be issued to them.

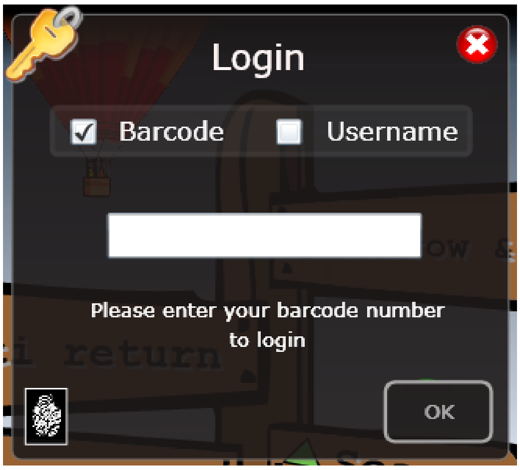
Search

Search is a facility for both the students and the librarian to use in order to search for resources within the library. Below is the initial search screen which appears once you click on **Search**.

Simply click on the subject field to navigate to a search page, as shown below, for that particular subject

My Books

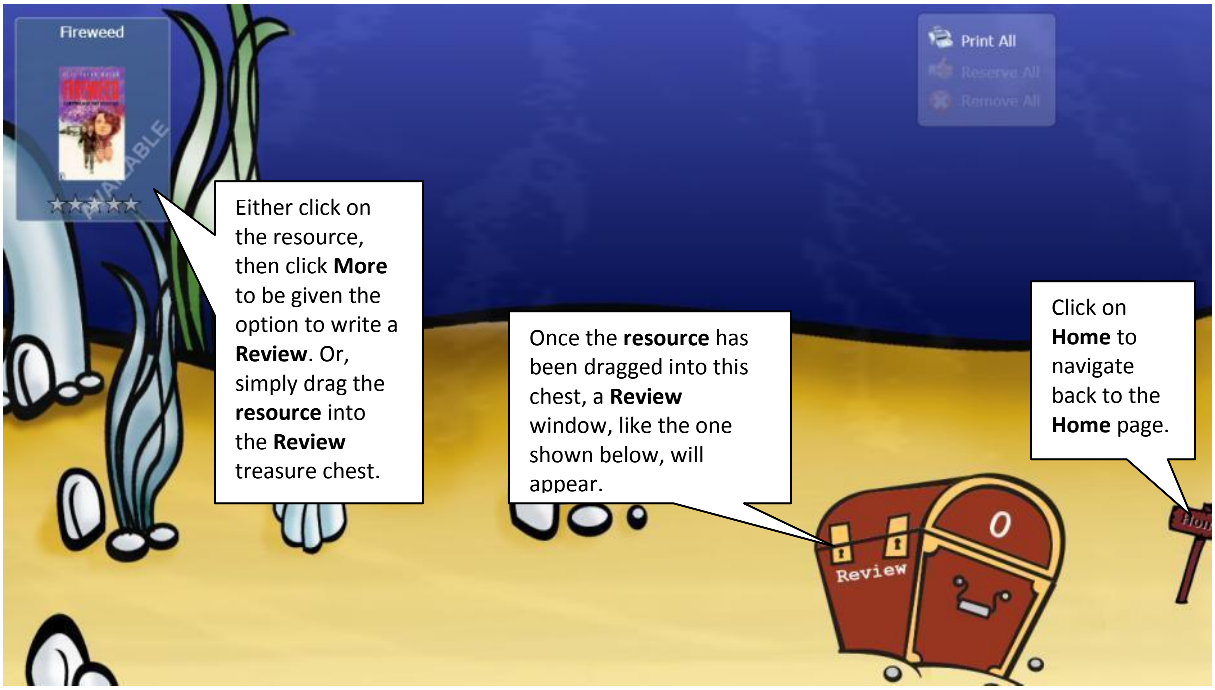
After clicking on **My Books**, the student will be asked to log in using either their **Barcode** or **Username**. Alternatively, the user may place their finger on the **IdentiKit** fingerprint scanner and be logged in, if the hardware is installed and available.



Once in **My Books** the student will have the ability to see their **Current** and **Past** loans. They will also be able to **Review** resources they have borrowed, and **Reserve** resources that they would like to borrow.

Reviews

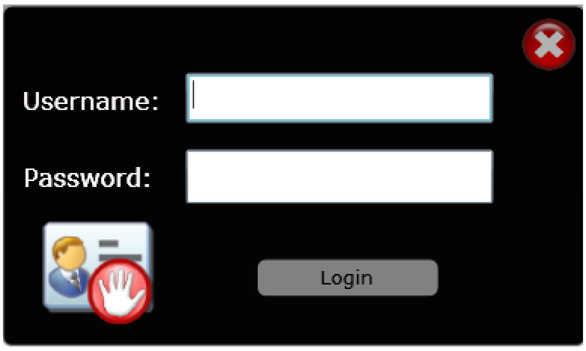
When the student clicks on **Reviews** on the signpost, they will be prompted to log in if they have not already done so. The below screen will appear, showing books which they have borrowed. By simply dragging the **resource** into the **Review** treasure chest, a window will pop up in which they may enter their review details and star rating for the resource.



Grown Ups

Click on **Grown Ups** to log into the **librarian's** area of the software.

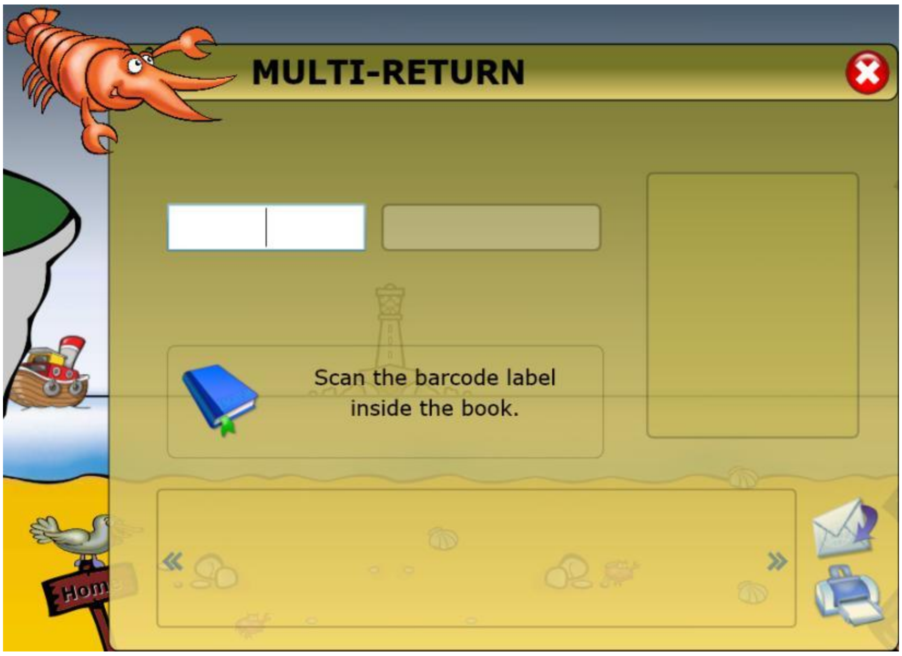
A **Login box** as shown below will appear, into which you will need to type your login credentials.



Multi Return

Multi Return is only accessible once you have logged into the **Grown Ups** section.

Multi Return allows you to return a large amount of books, without the requirement of a corresponding **Student's barcode**. This comes in handy when you have a large pile of 'return' books dumped on your desk!



Multi Issue

Multi Issue is a facility for issuing multiple books to one student. Once you have initially scanned in the **student's barcode**, you are not required to scan it in again. Every **book barcode** you scan after that is issued to that student.

There is an **Undo** facility, should you wish to reverse the issue of a book. All books issued will show along the bottom toolbar of the screen.

Self Issue

Self Issue is a facility which allows students to use **Borrow & Return** on a computer, without having to log into **Grown Ups** first.

To turn on **Self Issue**, load the **Junior Librarian.net** site and log into **Grown Ups**. Click on the **Welcome** signpost following by the settings icon. 

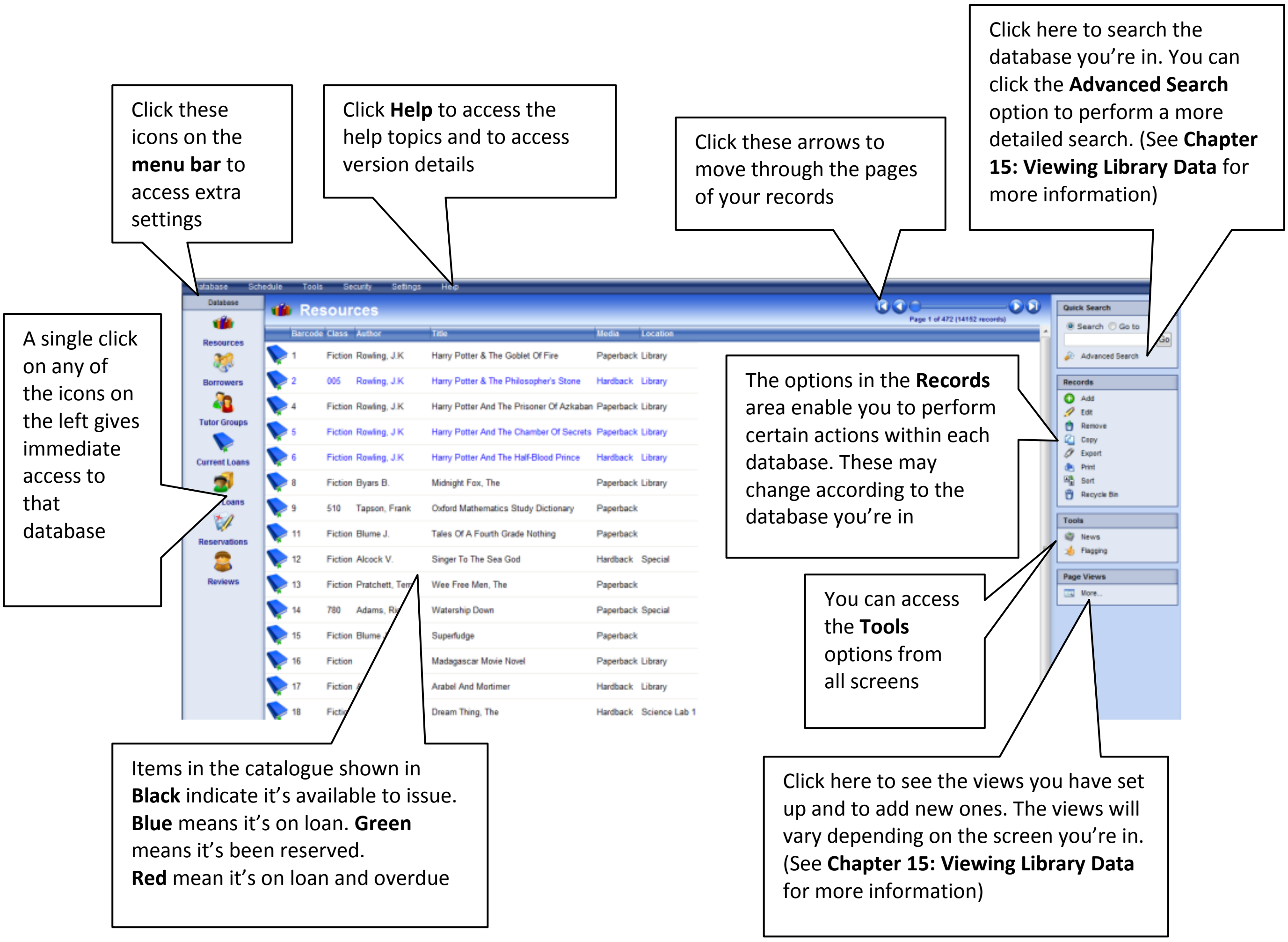
An option to **Enable Self Service** will become available at the foot of the list of options. Simply place a tick in that box.

Once this box has been ticked, **Borrow & Return** will automatically load as soon as your **Junior Librarian.net** site is loaded; giving students the ability to issue and return resources.

To turn off **Self Issue**, simply reverse this process.

Librarian Only

Librarian Only is the area in which you will manage your library system itself. This section, as well as all other sections mentioned in this chapter, will be covered in more depth at a later stage in this guide. Below is a brief description of various functions within the **Librarian Only** area.



Read IT

The **Read IT** signpost is a direct link to the **Digital Readit** website.

Digital Readit is an information skills program which embeds literacy and ICT into the curriculum. It is the ideal solution for the development of information skills across the **Foundation Stage / KS1 and KS2**

Chapter 3: Settings

This chapter explains about the different ways in which you can customise **Junior Librarian.net**. Some of the sections are covered in greater detail later in the guide.

The **Password Manager** menu allows you to choose the level of security you would like to set for **Borrower** and **User Manager** passwords. **User Manager** is covered in greater detail in **Chapter 12**.

The **Module Settings / SIP2 Server** menu enables the system to work with SIP2 Compatible Terminals.

The **Barcodes** section tells you about the relevance of setting up barcode masks to enable the system to read the different borrower and resource barcodes you will use.

The **Junior Librarian** Section explains how you enable / disable settings as you see fit for your Circulate and Review screens. **Junior Librarian** is covered in greater detail in **Chapter 5**.

The **Data Tidy** section tells you how you can make changes to the data which is stored in **Junior Librarian.net**. Data Tidy is covered in greater detail in **Chapter 13**.

The **Fields** section tells you how you can add your own custom fields into borrower, tutor group and resource record cards. Custom Fields is covered in greater detail in **Chapter 4**.

The **Language** section explains how you can change the field names which appear in any of the databases. Language is covered in greater detail in **Chapter 11**.

The **Page Views** section tells you how you can create your own views which show the information that you require. Page Views is covered in greater detail in **Chapter 11**.

The **Restrictions** section explains how restrictions in **Junior Librarian.net** work. Restrictions are covered in greater detail in **Chapter 6**.

The **Reviews** section explains how you can create your own review questions for when a borrower reviews a resource that they have read. Reviews are covered in greater detail in **Chapter 9**.

The **Printing** section tells you how you can set up **Junior Librarian.net** so that anyone who wants to print information out in **My Books** has a limit on the number of records they can print.

The **Reminders** section tells you how to set up your email reminder settings. Reminders are covered in greater detail in **Chapter 7**.

The **General** section allows you to upload an image (i.e. your school logo) to appear on the home page of **Junior Librarian.net**. This is also the place to switch interfaces for the home page between *Junior Classic* and the *Beach Scene*.

Password Manager

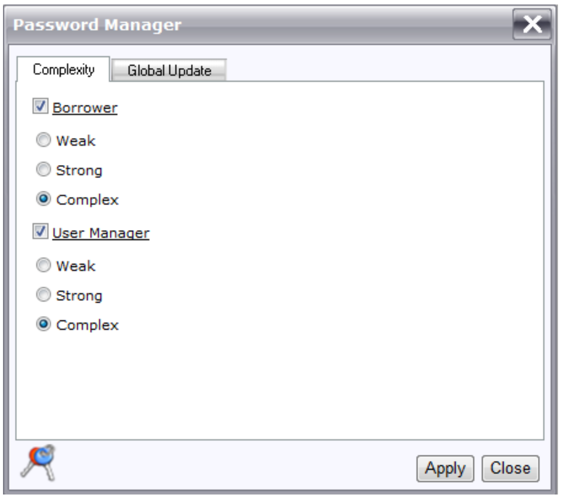
Password Manager is the area in which the password strength for **Borrower's** user accounts and **User Management** user accounts is set.

It is also the area in which you can apply a **Global Update** to all **Borrower's** usernames and passwords in the system. This new feature takes a matter of minutes instead of having to change usernames and passwords in each record manually!

To enter, click on **Settings / Password Manager**.

Click on **Settings / Password Manager**

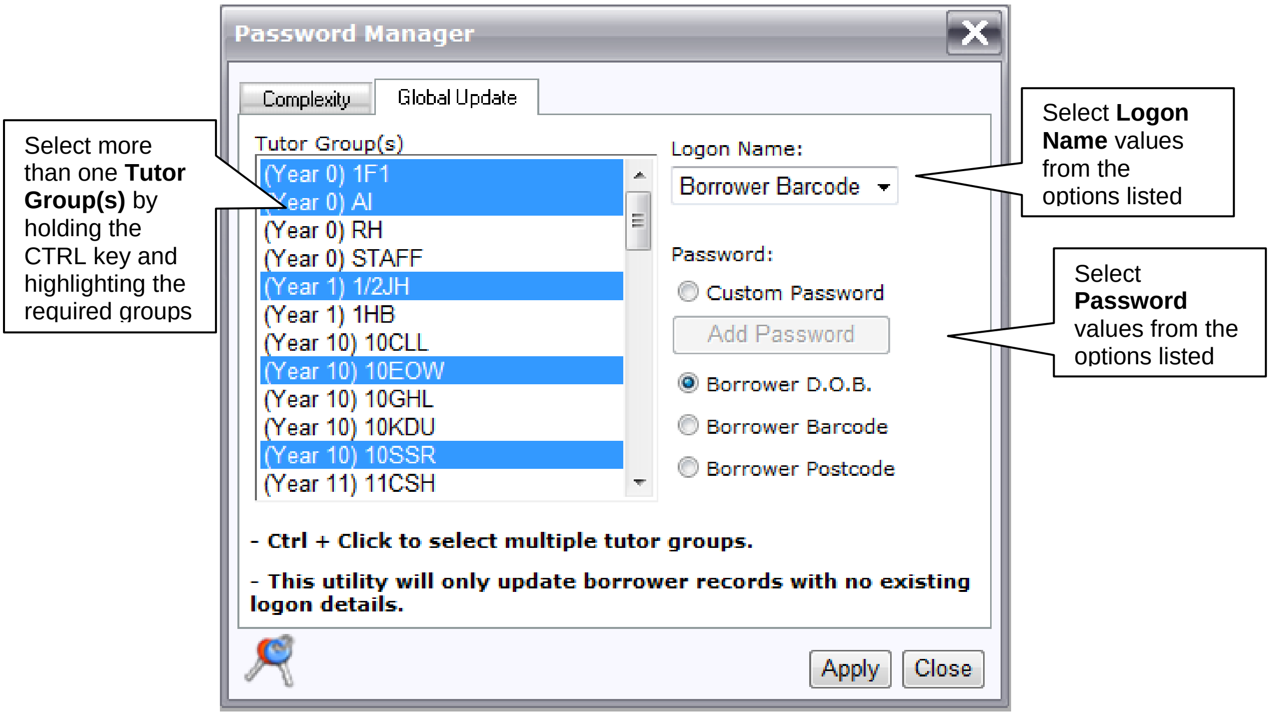
The **Complexity** tab on the **Password Manager** window displays three options each for both the **Borrower** and **User Manager** accounts.



The requirements for each option are listed below:

Weak = Minimum of 5 characters in length
Strong = Minimum of 8 characters in length, containing at least 1 number
Complex = Minimum of 8 characters in length, containing at least 1 number and both upper / lower case characters.

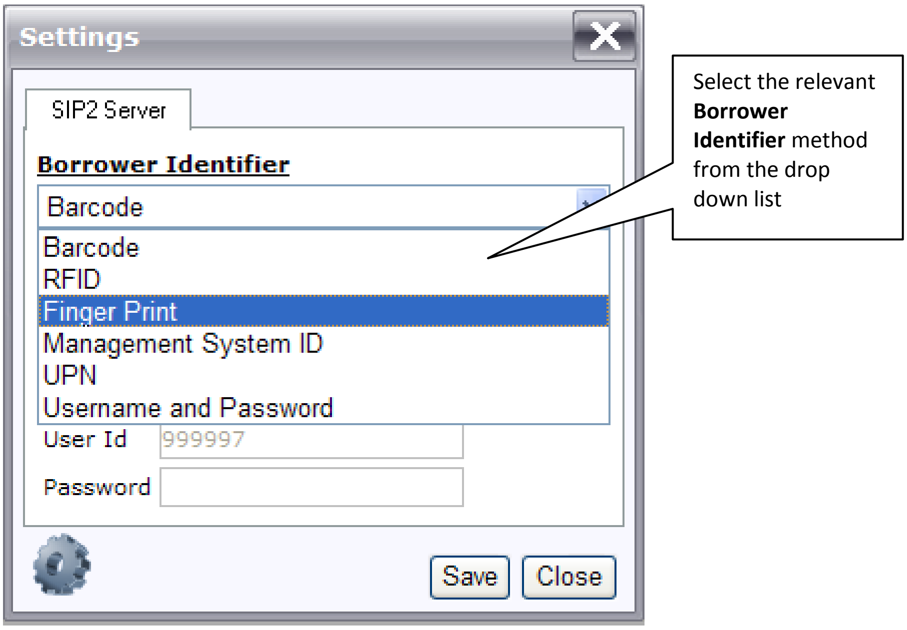
The **Global Update** tab on the **Password Manager** window displays options for **Logon Names**; **Passwords**; and allows you to select to which **Tutor Group(s)** you would like to apply these changes.

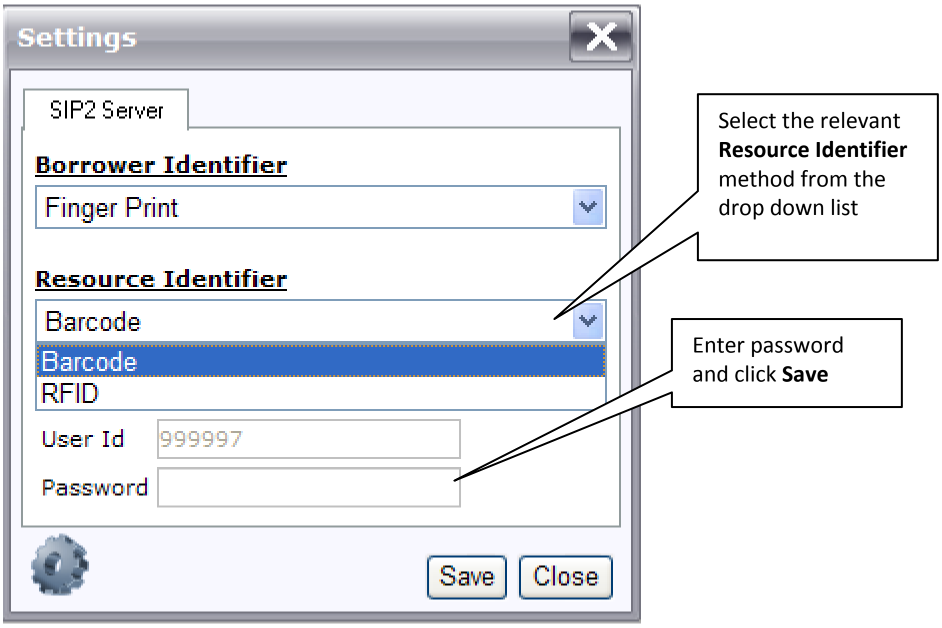


Please Note: The **Global Update** utility will <u>only</u> update borrower records which have no existing logon details.

Module Settings / SIP2 Server

To enable the system to work with SIP2 compatible terminals click on **Settings** then **Module settings** and **SIP2 Server**. Enter the **Borrower Identifier** and **Resource Identifier** settings.





Barcodes

All new resources and borrowers who are added to **Junior Librarian.net** will be allocated a barcode. A barcode mask must be set up beforehand so that **Junior Librarian.net** can recognise the borrower or resource when the barcode is scanned.

Please Note: various barcode masks are added to the system as default upon setup, to help you get started on using your library as quickly as possible. However, barcode masks for barcodes such as SLS barcodes will need to be set up by you manually.

Every barcode, whether it's for a resource or borrower, consists of characters. These can be numbers (Numeric), letters (Alphabetic) or a mixture of both letters and numbers (Alphanumeric).

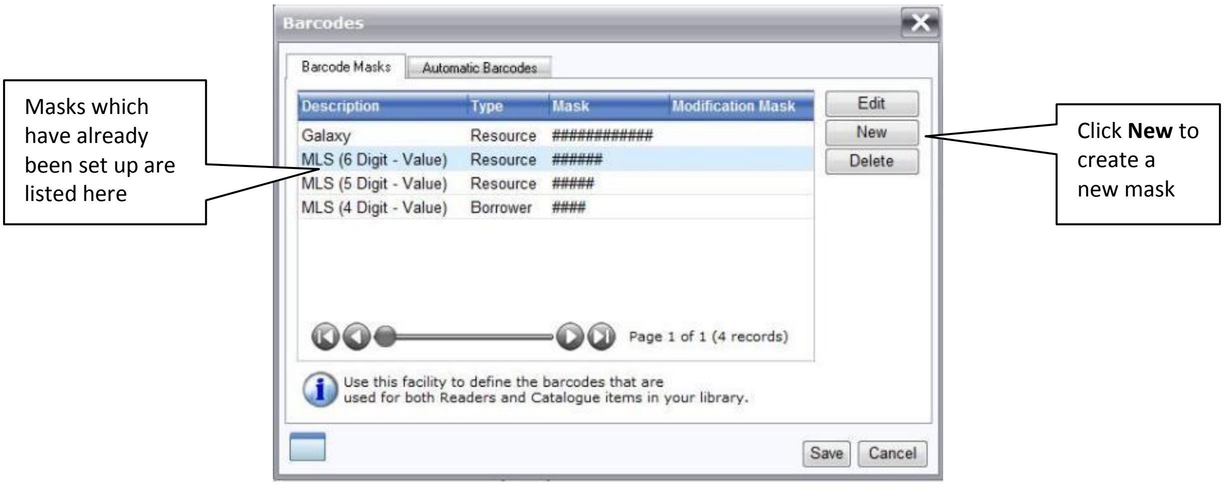
By looking at the barcode, it's not always possible to see what characters it consists of, some barcodes contain 'hidden' characters. For this reason, we recommend that you use the Notepad program on your computer to scan in the barcode which will show all of the characters.

When creating a mask, symbols represent the characters of the barcode that you want to scan. These symbols are hashes (#) which represent a numeric character, stars (*) which represent alphabetic characters, question marks (?) which represent any character, and percentage signs (%) which ignore a character. The mask you set up can be a combination of all 4 symbols.
Please Note: There are some exceptions to using the * symbol. These will be covered later in this section.

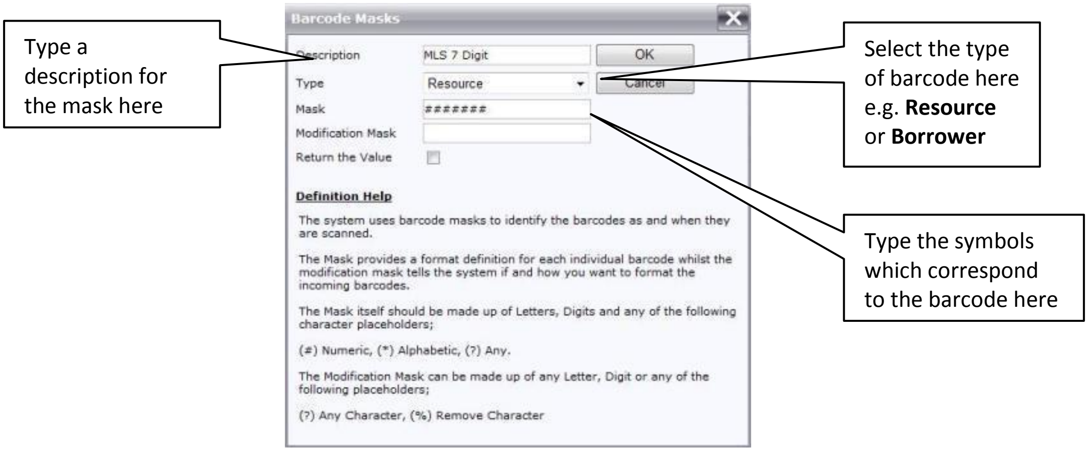
How do I set up a resource or borrower barcode mask consisting of numbers only?

From the menu bar at the top of the screen, select **Settings** and then **Barcodes**. Click on the **Barcode Masks** tab at the top of the screen. You will see that there are already some barcode masks which have been set up for you. The top one is for a resource barcode which has a barcode consisting of 6 numeric characters. The second one is for resource barcodes which consist of 5 numeric characters and the last one is for borrower barcodes which consist of 4 numeric characters.

To set up a new mask, click **New**.


Masks which have already been set up are listed here
Barcodes
Barcode Masks
Automatic Barcodes
Description
Type
Mask
Modification Mask
Galaxy
Resource
############
MLS (6 Digit - Value)
Resource
######
MLS (5 Digit - Value)
Resource
#####
MLS (4 Digit - Value)
Borrower
####
Edit
New
Delete
Page 1 of 1 (4 records)
Use this facility to define the barcodes that are used for both Readers and Catalogue items in your library.
Save
Cancel
Click New to create a new mask

Type a description for the mask you are creating and then choose the barcode type from the **Type** drop down menu. Look at the barcode you want to set up a mask for. An example of a barcode could be ‘1234’. As this consists of just numeric characters, type 4 hashes (# # # #) in the **Mask** field. Click **OK** when you have finished.



If you have resource barcodes which consist of more numeric characters than the masks you have created, repeat the above instructions. For example, as well as a barcode of ‘1234’ you could also have ‘12345’. In this case, the mask would be **‘# # # # #**’.

How do I set up a resource or borrower barcode mask consisting of numbers and letters?

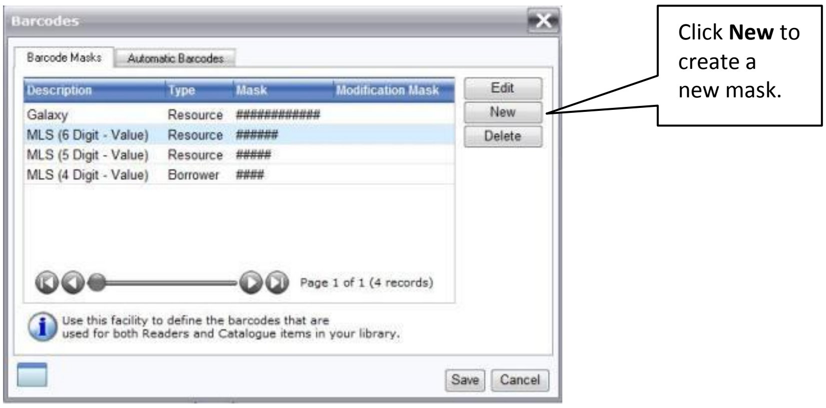
You may have some resources which have a barcode that contains both numbers and letters (alphanumeric).

It is important to scan a few of the same type of barcode in Notepad so that you can see what characters are included.

For example: You could have a selection of resource barcodes which all start with the same letter:

R0234
R2345
R4567

From the **Settings**, **Barcodes** screen click on **New**.

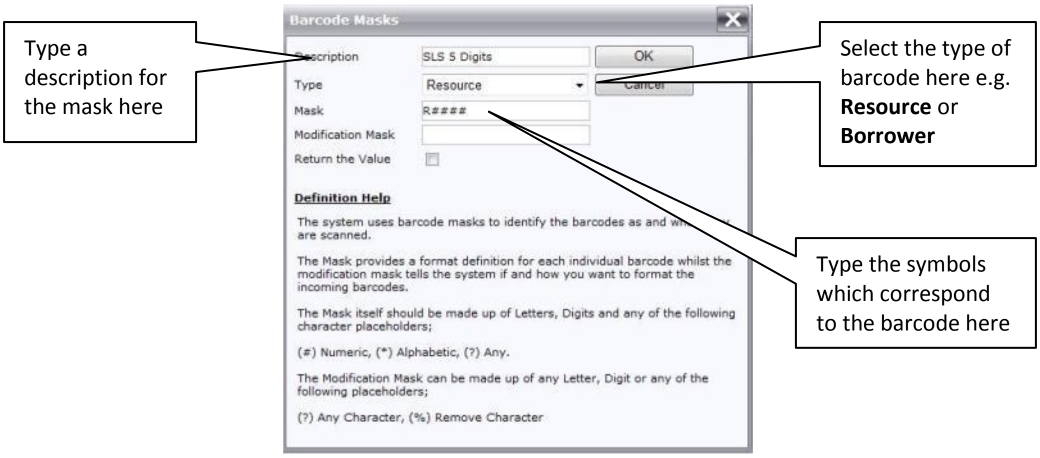


Type a description for the mask you are creating and then choose the barcode type from the **Type** drop down menu. As the barcodes in the example above consist of alphanumeric characters with one letter at the beginning and then four numbers, type '**R**# # # #' in the **Mask** field.

If the letter was at the end of the barcode (e.g.1234R), the mask would read **'# # # #R**'.

MLS recommend that you use the **letter** in the mask as opposed to the ***** symbol. This is so that the system can distinguish between the different types of barcodes which will be scanned as your library becomes more established.

Click **OK** when you have finished.



What if my barcodes include a letter which is different on each barcode?

You may have a situation where you have some barcodes which consist of alphanumeric characters, where a different letter has been included in each one. For example:
123**A**4
234**B**5
276**V**9
In this case, the mask would be '# # # ***** #' because it is better to use the * symbol as this indicates that the letter could be any letter between A to Z. Not using the * symbol would mean creating 26 different masks!

Please Note: If the letter appears in a different place on each barcode, a separate mask will need to be set up accordingly. For example:

123**A**4
12**B**34
2345**V**

What does Returning the Value do?

On the screen when you are creating a new mask, there is an option you can tick called **Return the Value**. By placing a tick in this box, you are simply instructing the system to look at the scanned barcode and it will return the value of that barcode
For example: If you scan in the 6 digit barcode “000123”, it will simply return 123 as this is the value of the barcode.
Please Note: If you have converted to **Junior Librarian.net** from Junior3, there will already be a tick in the Return the Value box. If you are a new customer, the Return the Value box will be empty.
If you are unsure about creating or editing barcode masks, please consult the **MLS Help desk**.

What does the Modification Mask do?

The modification mask enables you to control how barcodes are stored and searched within **Junior Librarian.net**.

Please consult the **MLS Help desk** for more information.

Junior Librarian

It is within **Settings / Junior Librarian** that you choose what options you wish to be made available within **Circulate**.

By ticking **Allow keyboard input** you give the option of typing in the book and reader barcodes, as well as scanning them with the barcode reader. This may be useful should your barcode reader be out of order.

Allow printing allows you to print from **Circulate**.

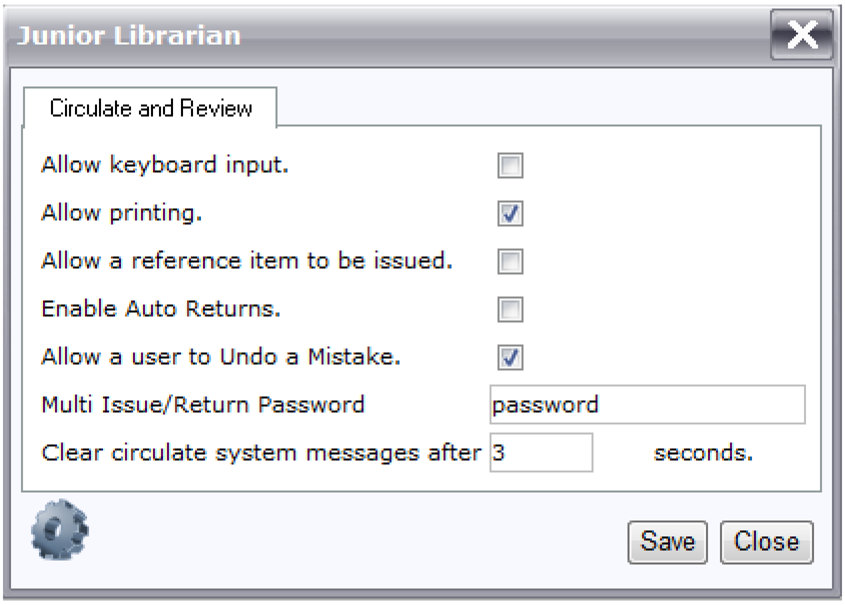
If **Allow a reference item to be issued** is select, the ability to bypass the default restriction of referenced items not being available for issue is given.

If **Enable Auto Returns** is selected, the only information required to return a book within **Circulate** is the **Resource's barcode number**.

Allow a user to Undo a Mistake is a useful function which allows the librarian to click **Undo** should they have issued or returned incorrectly.

In order to Issue or return multiple resources to a student at a time, the librarian is required to enter a **Multi Issue/Return Password**. It is within this window that the password is set.

Change the time to **Clear circulate system messages after __ seconds** to fit with what is convenient to the libaray.



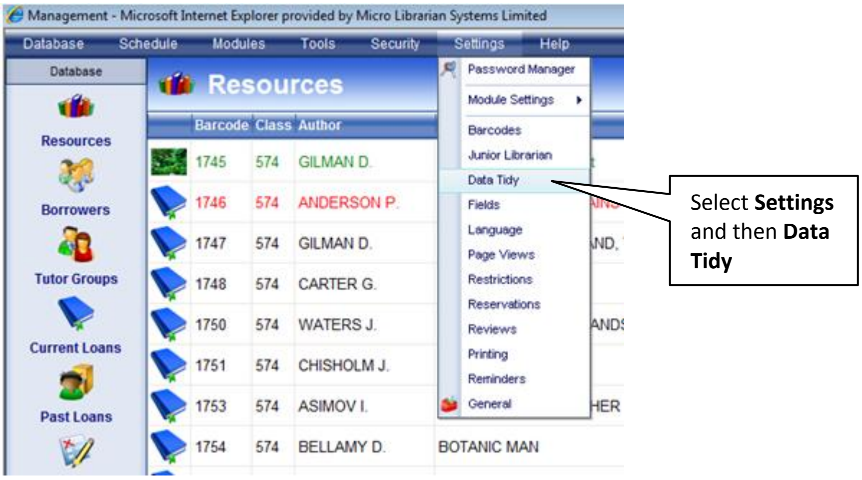
Data Tidy

What is Data Tidy?

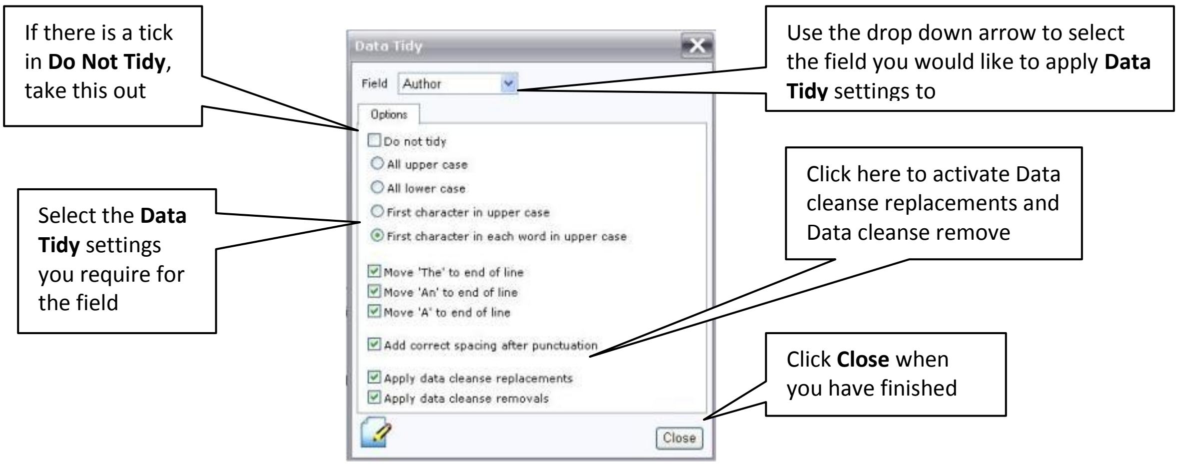
When entering resources or borrowers into **Junior Librarian.net**, especially if more than one person has been in charge of this, you may have differences in the way that some words have been entered into each field. To save you having to find and edit each individual record, you can use Data Tidy to apply settings of your choice to both previously entered borrower and resource records and any that are entered in the future.

How do I apply the settings for Data Tidy?

Make sure you are in the screen that you'd like to apply the **Data Tidy** settings to e.g. **Resources** or **Borrowers**. From the menu bar at the top of the screen click on **Settings** and then **Data Tidy**.



If there is a tick in **Do not tidy**, uncheck this box so that you can select the settings for that field. Click the drop down arrow at the end of the **Field** box and select the first field that you would like to choose your data tidy settings for. Select the **Data Tidy** options you want. Repeat this for each field you wish to apply Data Tidy settings to. Click **Close** when you have finished.
When you have clicked **Close**, any future records which are added to the database will have the Data Tidy settings applied to them when the **Save** option is clicked.



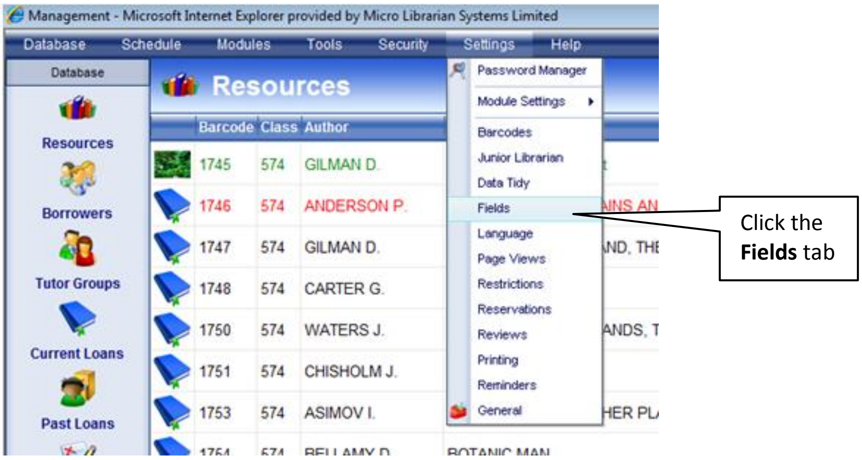
For more information on Data Tidy, please see **Chapter 13: Tidying Data.**

<u>Fields</u>

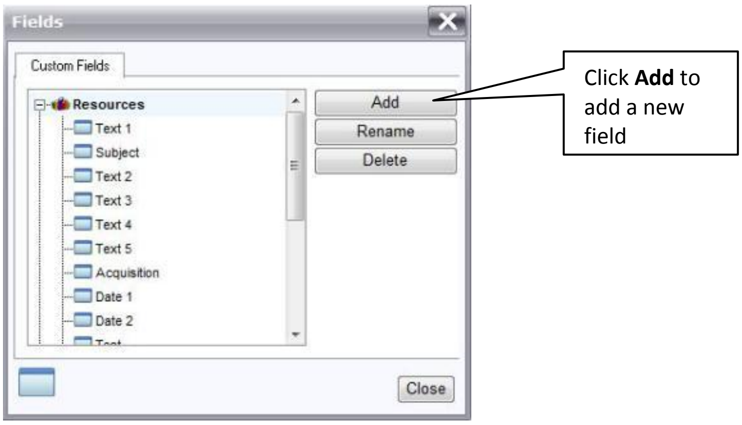
You may find when adding your resources, borrowers or tutor groups that a particular field isn't available for you to add information to. In this case you can create your own Custom Fields.

How do I create my own custom fields?

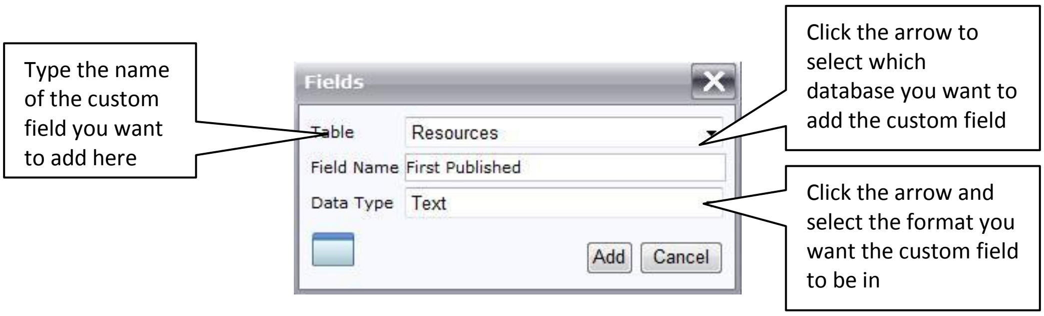
From the menu bar at the top of the screen, click the **Settings** tab and then **Fields**.



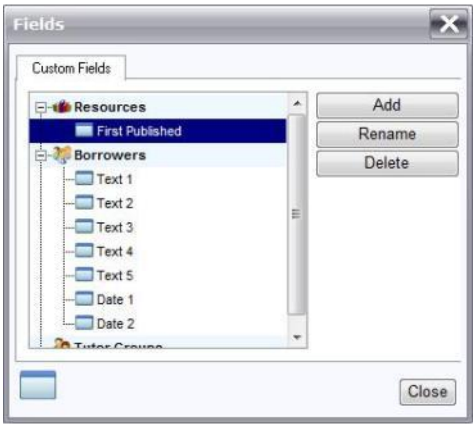
Click **Add** to add a new **Custom Field**.



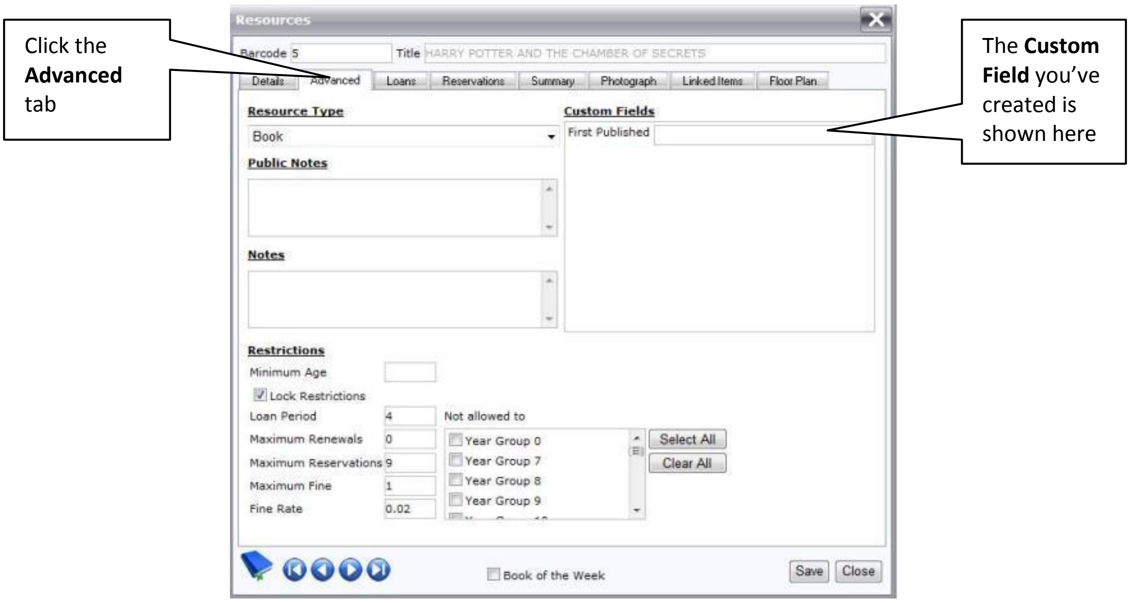
Click the drop down arrow at the right of the **Table** field and select the relevant database you would like to add the custom field to. Type the **Field Name** and then the **Data Type**, for example Text, Number, or Currency etc. Click **Add** when you have finished.



The **Custom Field** you've created will now be shown underneath the relevant table. You can delete or rename it if you wish.



When you create a new Custom Field, it can be accessed by clicking on the **Advanced** tab which is located on the individual resource or borrower record card.



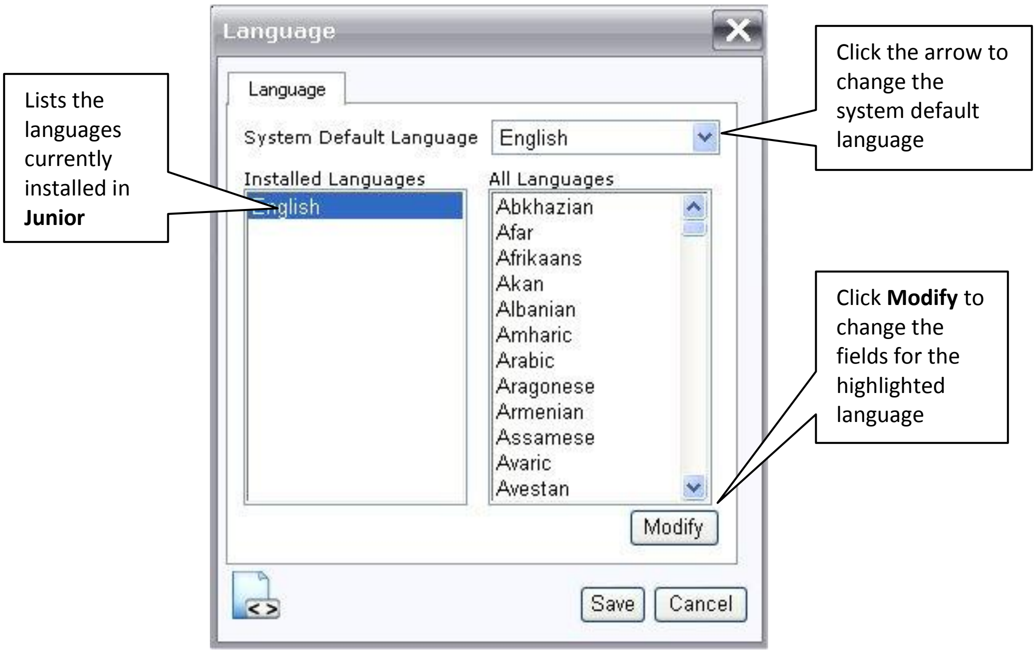
For more information on Custom Fields, please see **Chapter 4: Creating My Library**.

Language

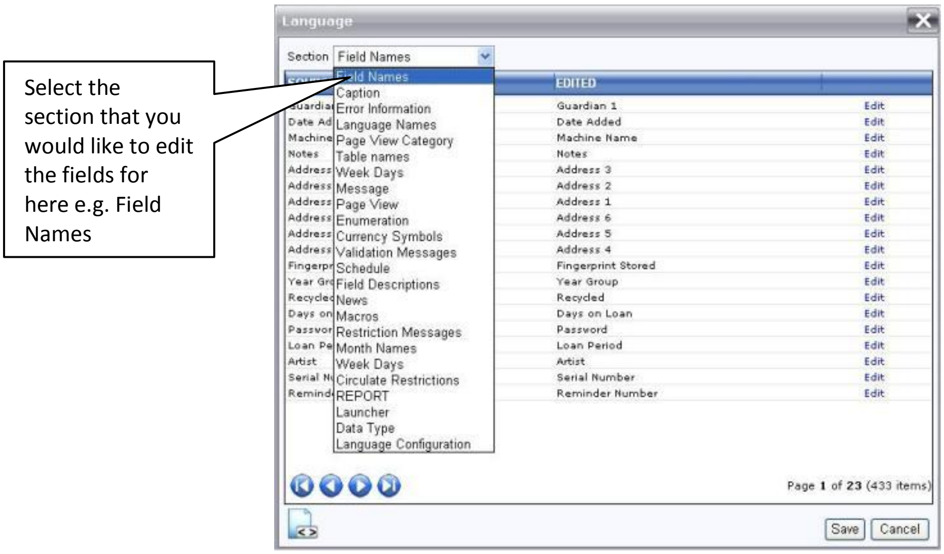
It is possible for you to customise any fields in **Junior Librarian.net**. For example, you may want to change some of the field names which appear in the Resources or Borrower record card.

From the menu bar at the top of the screen, click the **Settings** tab and then **Language**.

The Language screen will then appear. Under **Installed Languages,** a list of languages which are included in **Junior Librarian.net** is displayed. As you can see from the screenshot below, only **English** is listed. If your school is based overseas, you will more than likely have more than one installed language. Select the Language under the **Installed Languages** heading and click on **Modify** to change field/s for that language.



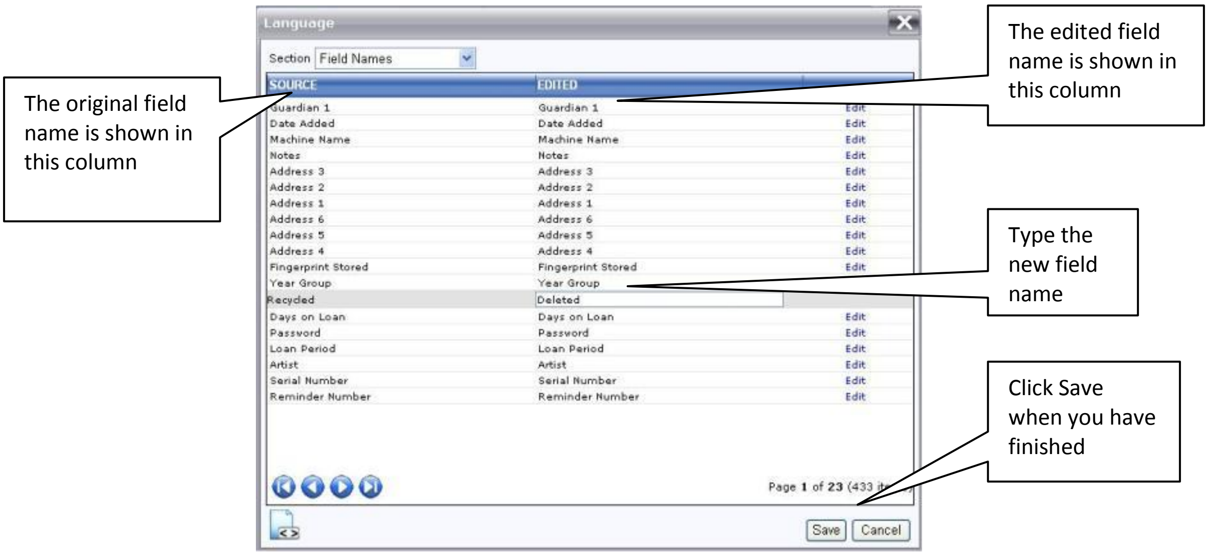
At the top left of the screen under the **Section** drop down list, select which section of **Junior Librarian.net** you wish to change the fields for. To change **Field Names**, make sure this has been selected.



A list of the fields you can change will then be shown. The original name is listed under the **Source** heading, any modification name is listed under the **Edited** heading.

To change a field name, highlight the field in the list i.e. highlight 'Recycled' to change to 'Deleted'. Click the **Edit** option next to the field name that you want to change. The cursor will flash next to the field name. Type the new name e.g.
Deleted, and then click **Save** at the bottom of the screen. Click **Save** again on the main languages page.

Please note: The new field names will be shown only once the IIS server has been restarted.

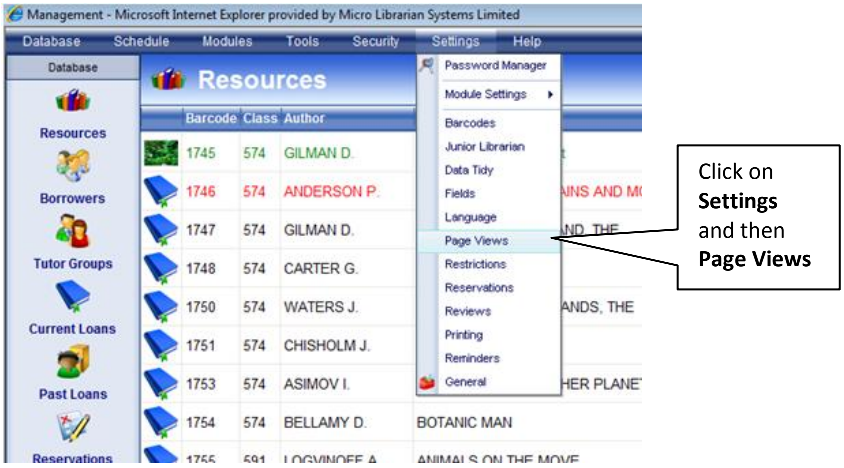


For more information on Languages, please see **Chapter 11: Customising Junior Librarian.net**, section on **Language**.

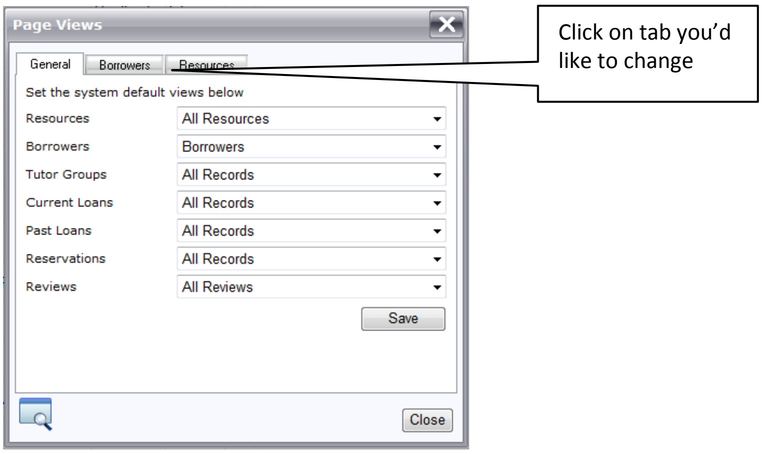
Page Views

It is possible for you to customise some of the tabs which are held on a resource and borrower record and on the circulate screen.

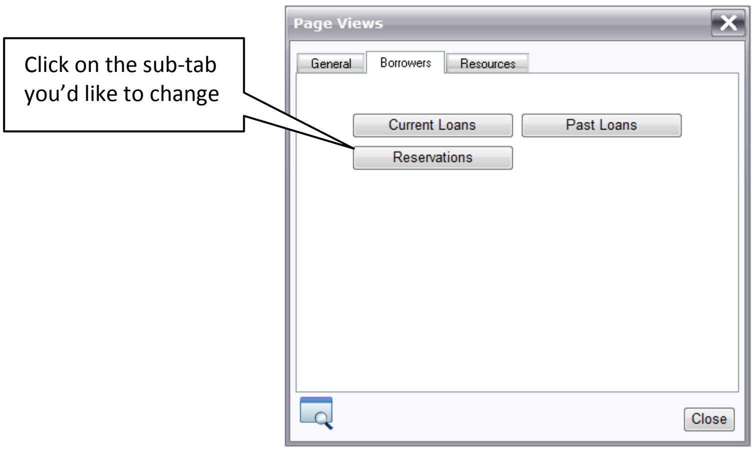
From the menu bar at the top of the page select **Settings** and then **Page Views**.



The **Settings - Page Views** screen will then appear. Click on the relevant tab to change page views e.g. **Borrowers**.



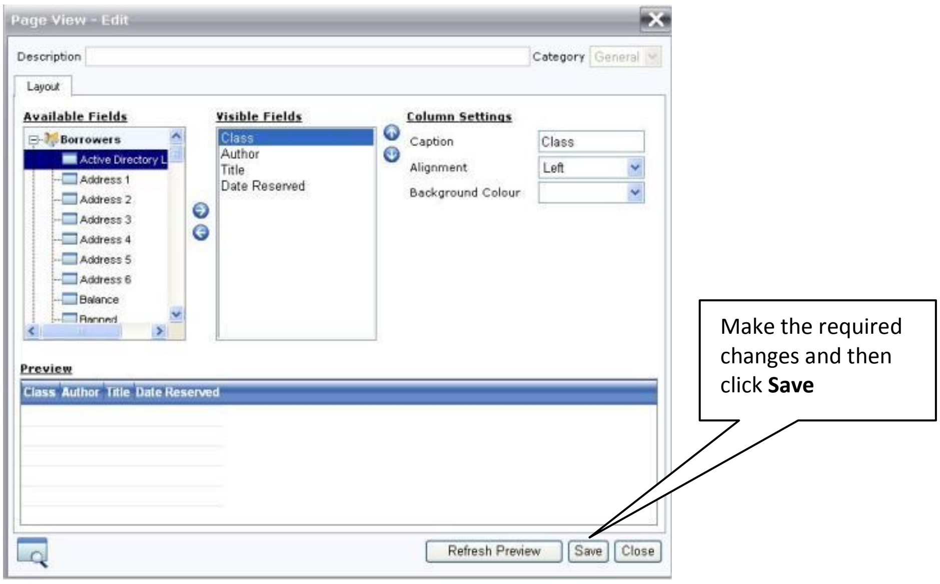
Click on the relevant sub-tab e.g. Reservations**.**



The **Page View - Edit** screen will appear. This is the same screen you'll see when creating and editing the standard page views. **See Chapter 11: Customising Junior Librarian.net** for more information.

Make the required changes to the view and then click **Save**. To see the changes, open a borrower record and click on the tab you've edited.

Repeat this for each tab that you'd like to edit.



For more information on Page Views, please see **Chapter 11: Customising Junior Librarian.net**.

Restrictions

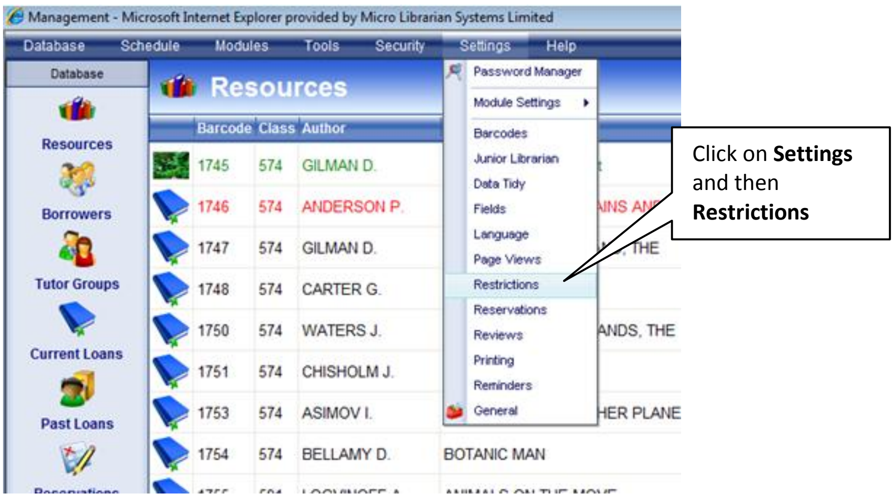
How do restrictions work?

Restrictions in **Junior Librarian.net** work similarly to **Active Directory** permission settings. This means that you create different borrower restriction groups, set up the permissions for those groups and then add your borrowers to whichever group you want them to belong to. One of the main benefits of this is that you can create as many restriction groups as you wish, all with different allowances. For example, you may have a restriction group for your staff borrowers and one for your standard borrowers, giving the staff restriction group more allowances than the borrowers.

As well as being able to set up restriction groups for your borrowers, you can also set restrictions for your resource types e.g. Book. And the different media types within the resource type e.g. Paperback. If you have set various different restrictions for your resources, media types and borrowers, the system will compare the loan period which has been set for all 3 and will take the **lowest** of them all. This will be covered in greater detail later in this section.

Please Note: There is a default restriction group set up when you first install **Junior Librarian.net**. This restriction group is called **Normal** and allows your borrowers to take out and reserve 3 resources for a maximum of 14 days. Any existing borrower and any new borrowers who are added to **Junior Librarian.net** will belong to the default, **Normal**, security group initially. You can then change the default restriction group (as long as you have created others), to something more suitable to that particular Tutor Group or individual.

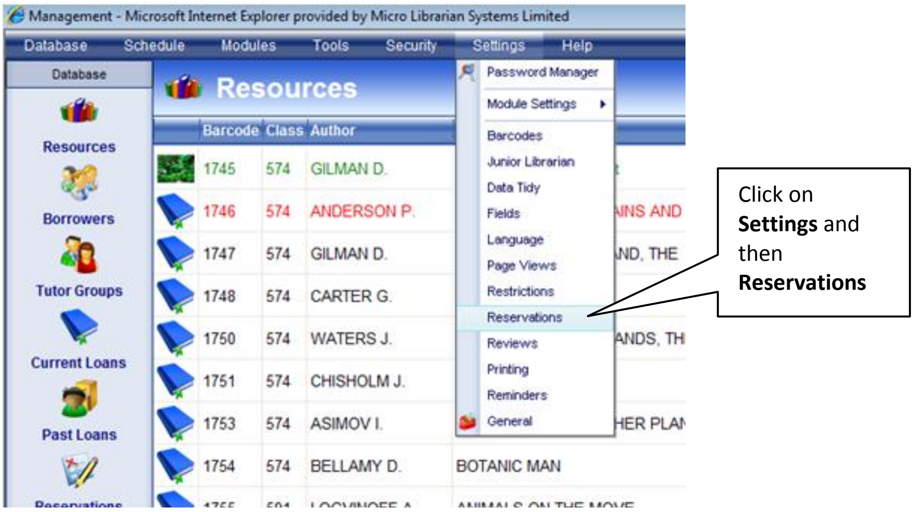
To create a new borrower restriction group, click on the **Settings** tab and then **Restrictions** from the menu bar at the top of the screen.



For more information on Restrictions, please see **Chapter 6: Restrictions**.

Reservations:

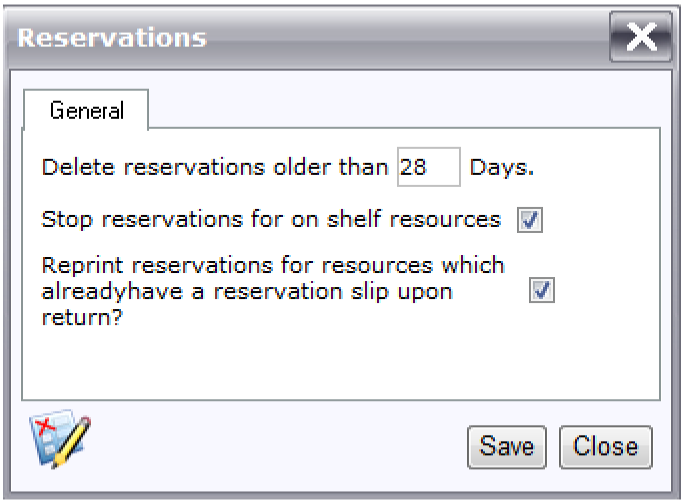
Click on **Settings**, and then **Restrictions**. It is within this area that general settings for **Reservations** are set.



Delete reservations older than __ Days deletes all reservations that have reached the specified time limit.

Stop reservations for on shelf resources prohibits books, which are on the shelf and available, from being reserved.

By ticking **Reprint reservations for resources which already have a reservation slip upon return?** The librarian is given the option to reprint the last reservation slip printed for that resource.

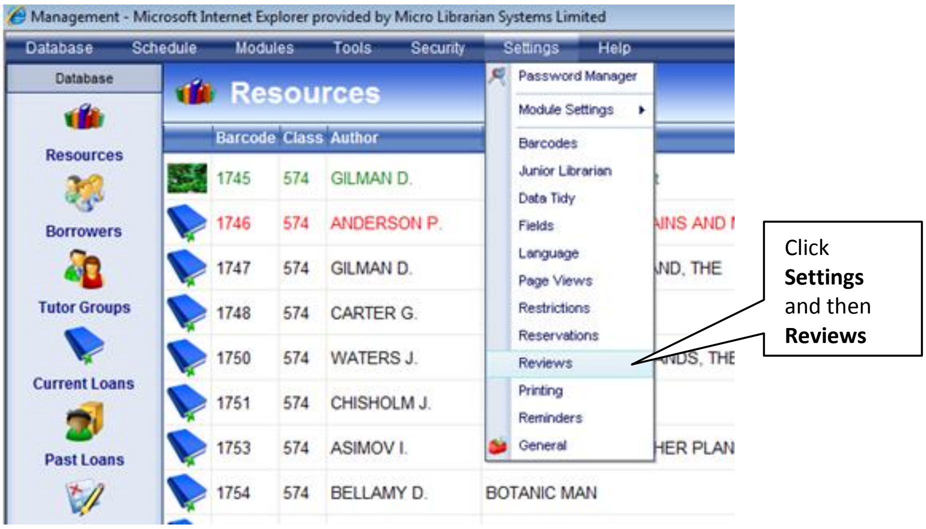


Reservation restrictions are discussed in **Chapter 6: Restrictions**.

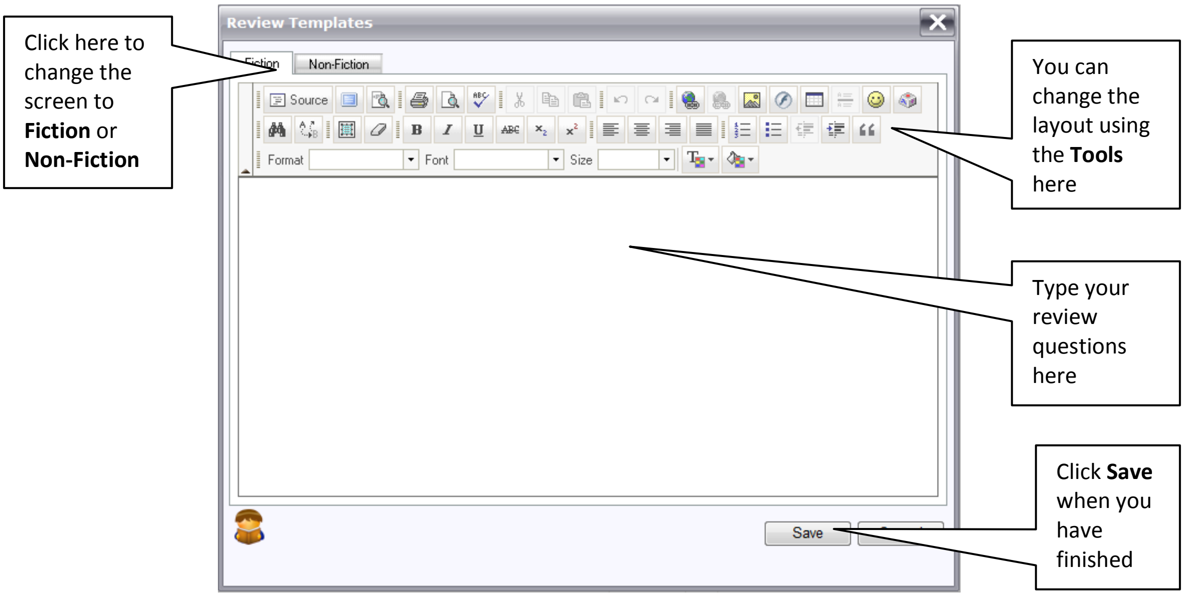
Reviews

Your borrowers can make reviews of the resources they take out on loan using **My Books**. You can create a more structured way for the borrowers to write their reviews by creating your own questions for them to answer.

From the menu bar at the top of the screen, select **Settings** and then **Reviews**.



Type the questions you'd like your borrowers to answer, making sure you do so for both your Fiction and Non-Fiction items (if needed). Click **Save** when you have finished.

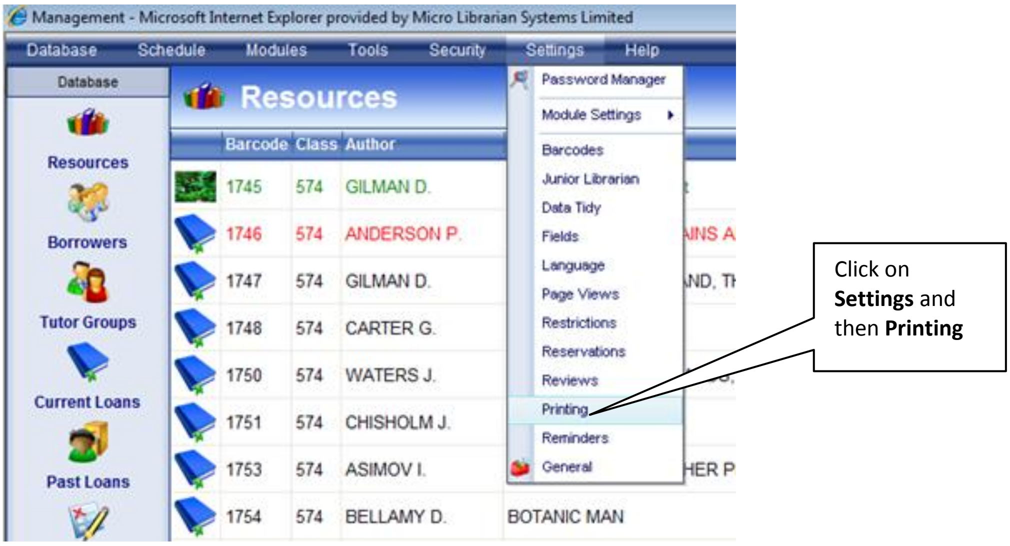


For more information on Reviews, please see **Chapter 9: Reviews**

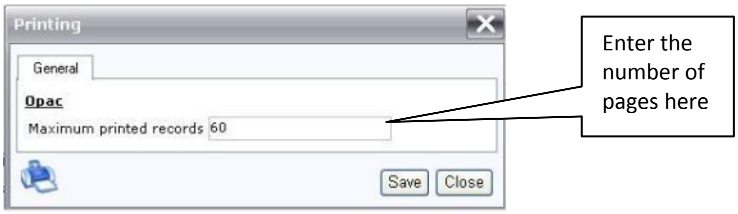
Printing

It’s possible to restrict the amount of pages which are printed from **My Books**.

From the menu bar at the top of the screen, select **Settings** and then **Printing**.



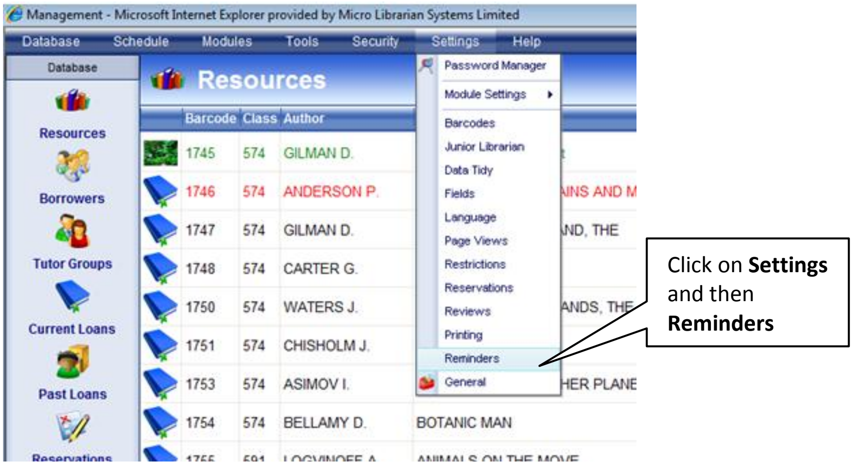
Specify the maximum number of pages that you’d like anyone printing from **My Books** to be able to print. Click **Save**.



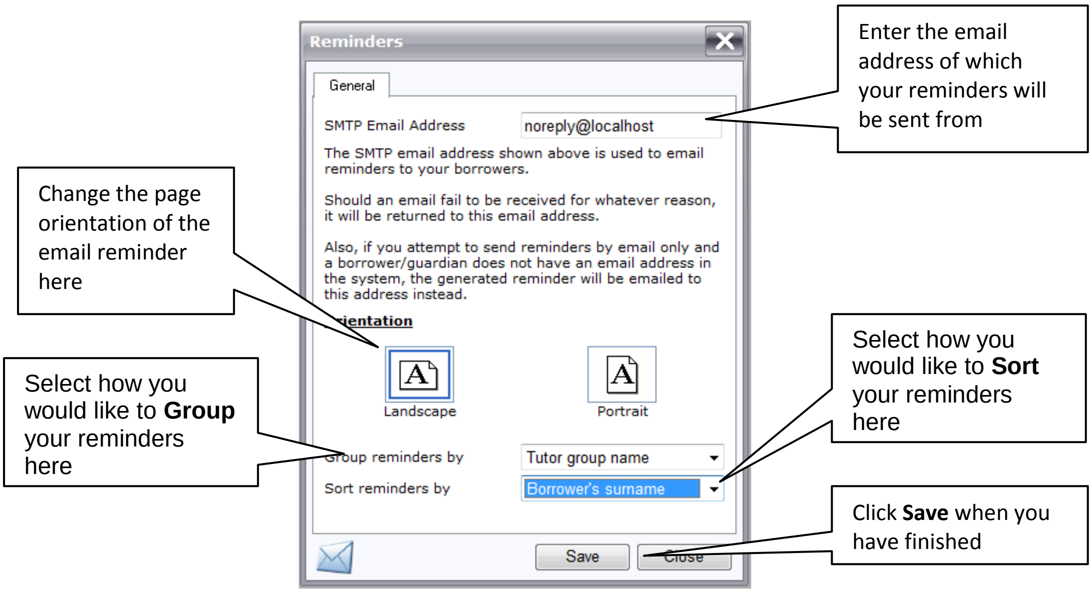
Reminders

This page is where you can set some global settings for your reminders. These include a default email address that will be used to send the emails, a checkbox to enable the sending of emails and also the page orientation of the reminders.

From the menu bar at the top of the screen, select **Settings** and then **Reminders**.



Enter an email address from which your reminders will be sent from. The **SMTP email address** allows the librarian to send the emails from their own email address, which then enables the borrowers to email a reply back. This also means that they will get an email in the event of a reminder email being bounced back, perhaps because the address is incorrect.



You can also change the page orientation of the email reminders here, how you wish to group the reminders (grouping by **Tutor Group Name** is handy when printing / emailing group reminders), and how you wish to **Sort Reminders**. Click **Save** when you have finished.

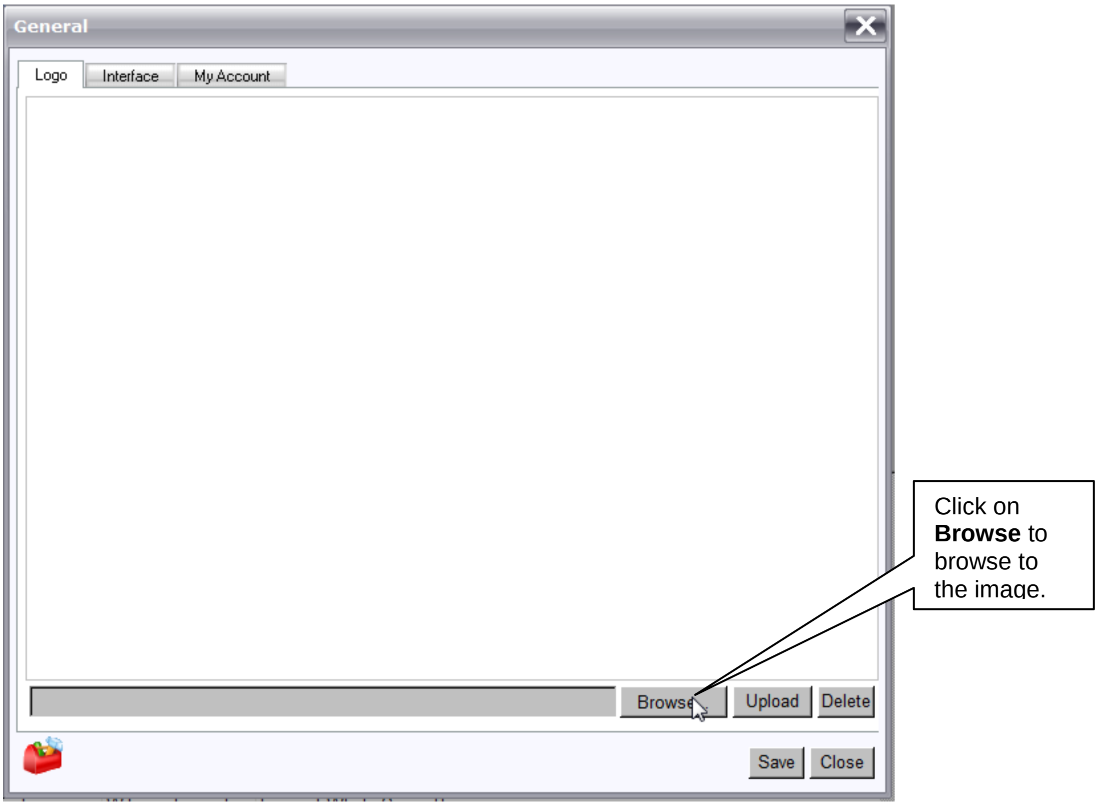
Please see **Chapter 7: Loans**, section **How do I specify what format the reminder is sent in?** for more information on the reminder default output settings.

General

The **General** menu option allows you to change the image that appears on the home page for **Junior Librarian.net**.

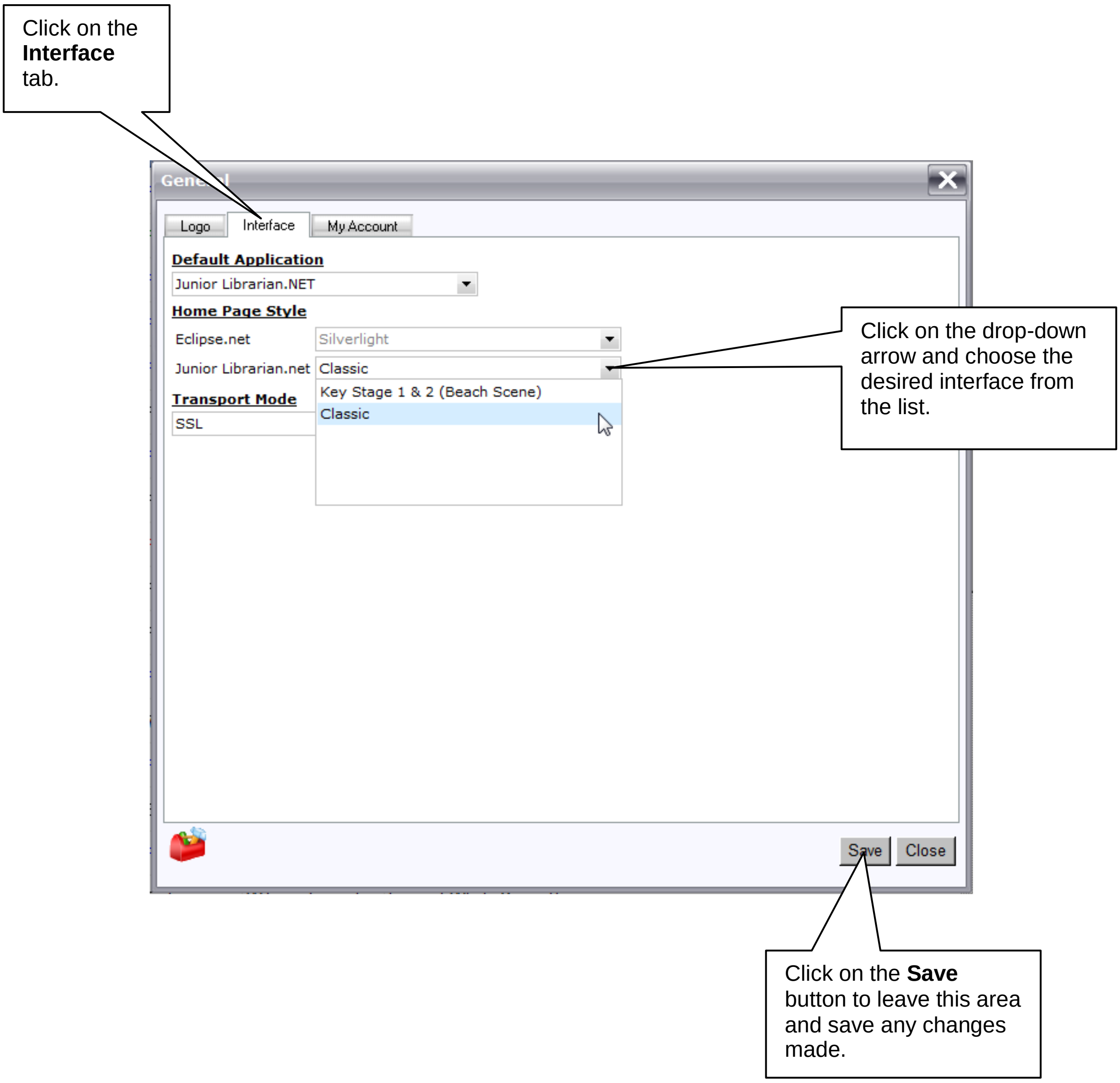
From the menu bar at the top of the screen, select **Settings** and then **General**.

Click on **Browse** to browse to the image before clicking **Upload** and finally, **Save**.



Interface switching

To choose between *Junior Classic* and the *Beach Scene* interfaces, follow these instructions.



After choosing the desired interface from the list in the drop-down box, click on the **Save** button to close the window and save the changes that have been made.

Close the whole **Librarian Only** ‘Management’ window and return to the Junior Librarian.net home page. Use the controls of the web browser to **refresh** the home page before expecting to see the interface switching taken into effect.

Chapter 4: Creating My Library

This chapter will explain how to add your resources and borrowers to the system. We recommend that you add your resources first because this can take up the most time.

The section **Cataloguing Resources** starts off by explaining where you should put your sticky barcode labels (accession numbers) and the recommended order in which to add them to the system. It then moves on to how you add a resource, what to do if you make any mistakes and how to link resources together. It also explains how to copy a resource's details and finally tells you what other information is held inside a resource record.

The **Floor Plan** section tells you how to create a floor plan and how to import it into **Junior Librarian.net**. It also tells you how to add the location of your resources to the floor plan and how to edit an existing plan.

The section **Adding Borrowers** explains how to add a new tutor group, and then how to add your borrowers manually into those groups. This section also covers how you import your borrower's details using your school's own administration system, and what to do if your school has borrowers in mixed year groups.

The section **Custom Fields** explains how you can create your own fields within a resource or borrower record.

Cataloguing Resources

The Resources database is where all of your catalogued items are stored. To access Resources, click on the 

icon from the left of the screen in Grown Ups.

Where do I put the barcode labels?

Every item should be given an **Accession** number starting from 00001. The bar-coded sticky labels included with the package for new users represent these numbers and should be attached onto each item. Extra labels can be ordered if necessary.

- We recommend you insert the labels on a white or light coloured background if possible. This will insure that there is less chance of the barcode reader not reading the label.
- Since the bar code reader is a non-contact device, it is not necessary to laminate the labels for protection.
- We advise that the labels should be inserted as each item is catalogued. Items already catalogued can then be recognised because they have a label.
- Number your resources from 00001 upwards.   It does not matter to the system what order your resources are numbered in or whether there are any gaps.

Where should I start cataloguing?

It makes sense to have a plan for cataloguing your resources to avoid missing items out; therefore we would suggest cataloguing your library a section at a time. Fiction may be easier to start with as the key wording is generally less demanding. Then work through Non-fiction, Reference stock and finally non-book items (e.g. videos, audio tapes etc).

Insert each barcode label as you add the item to the catalogue, so that you will always know which items have been entered onto **Junior Librarian.net**. **(Label = stored, no label = not stored).**
Remember the order in which you apply barcode labels is not important. However, if you have ordered an MLS cataloguing day, the barcodes should be entered sequentially. Please contact MLS for an instruction sheet.

How do I enter a new resource onto the system?

Make sure you are in the Resources database by clicking on the 

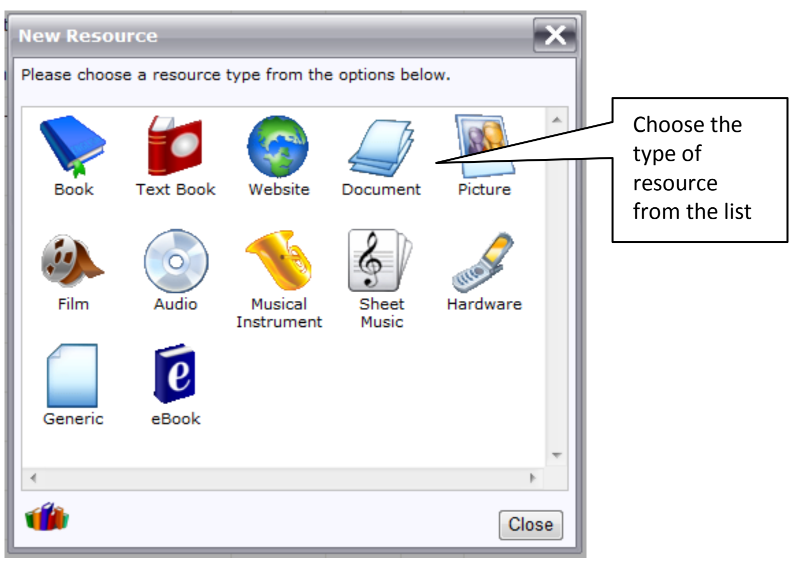
icon.

Click 

under the **Records** tab on the right of the screen.

The **New Resource** screen will appear

Click on the type of resource you are adding from the list and then stick a barcode on the item you are adding.

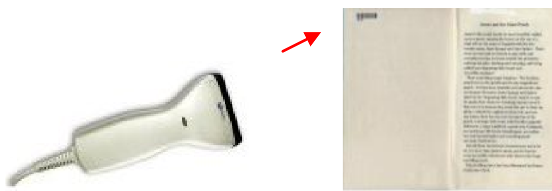


Once you have chosen the resource type you are cataloguing, you will be given the option of either scanning or typing the resource's barcode and/or the ISBN/EAN onto the system.
The following instructions demonstrate how to scan the ISBN of a book and the barcode you have allocated to it using the barcode reader. Depending on the resource type you are cataloguing, these options will differ.

Please Note: When cataloguing **Live Media** and **Websites**, as these are not 'physical' resources you won't be given the option of adding a barcode. Instead, you will be taken straight to a blank resource record card where you can start adding the resource's details.

Scan the EAN/ISBN barcode of the book using the barcode reader

Scan the barcode label of the item you are cataloguing or click **Auto** to allow the system to nominate a number.

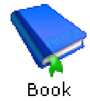


If the book does not have an EAN/ISBN, click **Continue**. You will be taken to a blank resource record card where you can add the details manually.

Once you have scanned or typed the resource's barcode information, you will be taken to the resource record card screen. If you are cataloguing a **book**, you may find that a lot of the fields in the resource record have been filled in automatically from **Discovery Online**. For any other resource, the fields will be blank and you will have to fill them in manually.

You can add extra custom fields which are displayed in the **Advanced** tab on each resource. See **How do I create my own custom fields?** later in this section for how to do this.

How do I catalogue a Book?

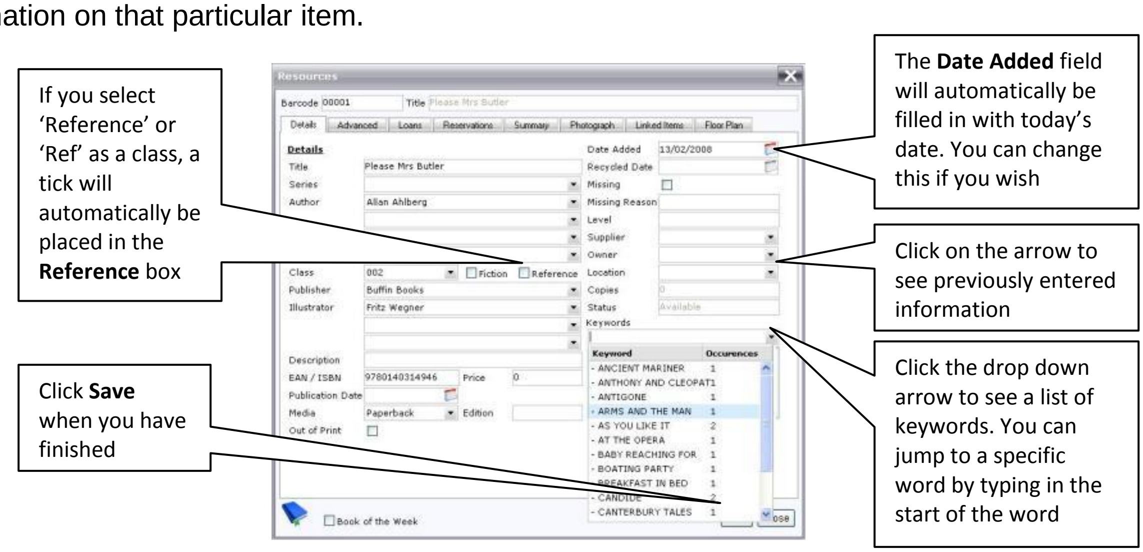
From the **New Resource** screen click on the  icon.

Follow the instructions above on how to scan or type the resource's barcode.

Please Note:

- If the ISBN does not have a barcode you will need to type it in. Ignore any spaces or hyphens (e.g. 9 781-2345-67896 = 9781234567896)
- If the ISBN does not appear on the back cover of the book, look on the back of the title page, or alternatively at the very end of the book or inside the dust jacket.
- If the book is very old, it may only have a 9-digit SBN (Standard Book Number). If this is the case you need to add a 0 to the beginning of the number (e.g. 123456789 = 0123456789) to make it an ISBN (International Standard Book Number).
- If the number is rejected, you may have made a mistake, so try again. Very occasionally an ISBN may be printed incorrectly and will either not register or bring up the wrong data. If this is the case, leave the ISBN field blank and enter the data manually by clicking continue.
- If an ISBN is entered, the computer will search the **Discovery Online** database for the record, which, if found, will close the **Resources** window and take you to the resources card to finish editing the record. If no record is found, you will go to blank resources card to enter the details manually.

Once the resource record screen appears, click in each field in which you wish to add information. When you are entering new books onto the system, the information will automatically be taken from **Discovery Online**, provided **Discovery Online** holds the information on that particular item.



There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information.
If you are cataloguing a book and it is either very old or very new, **Discovery Online** may not hold the information at that time. If that's the case, you can either enter the details manually or wait until **Discovery Online** holds the information.

Please be assured that Discovery Online does get updated.

If you wish to change any information which has already been entered, simply highlight it and then type the new details. Click **Save** when you have finished.

What should I do with school library service books?

If you borrow books on long-term loan from your School Library Service, it is usual to add these to your catalogue with an indication as to their owner. On the Owner field type School Library Service.   It is possible to use the existing SLS accession barcode in the book (if it already has one).

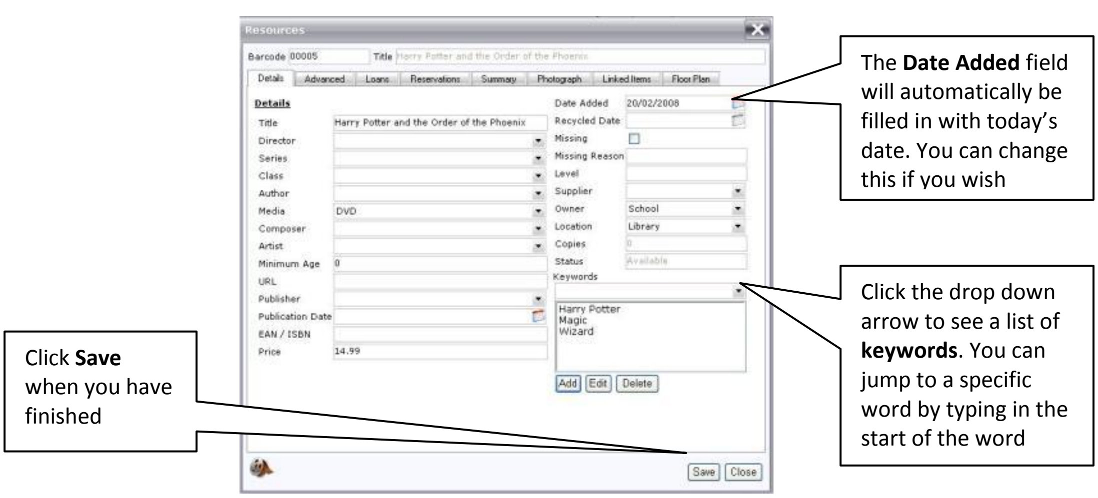
How do I catalogue a film?

From the **New Resource** screen click on the 

icon.

Follow the instructions at the beginning of this section on how to enter the resource's barcode. Please note that with items other than Books you are not required to enter an ISBN number.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.



How do I catalogue hardware?

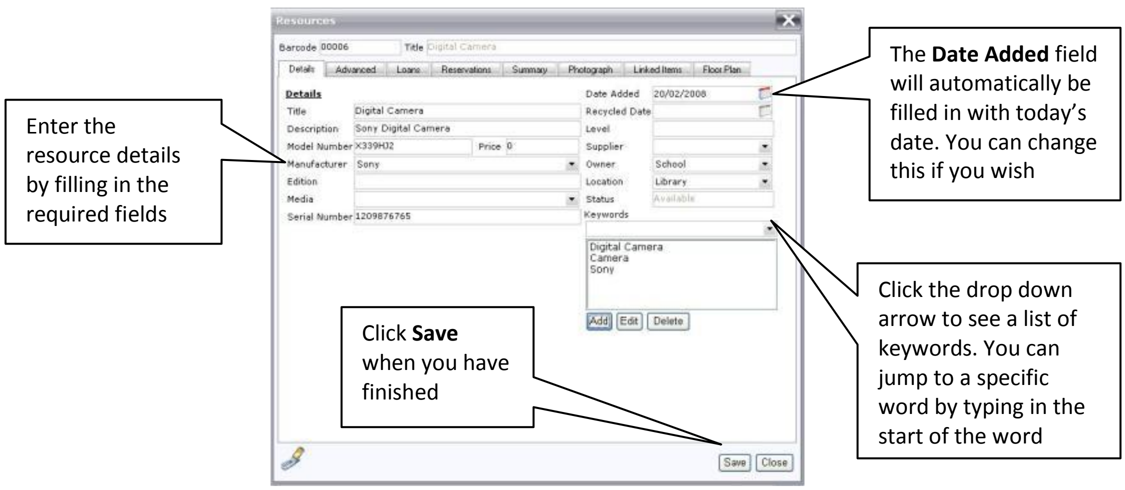
You may want to catalogue your hardware, e.g. mobile phones, projectors, cameras, laptops etc.

From the **New Resource** screen click on the 

icon.

Follow the instructions at the beginning of this section on how to enter the resource's barcode. Please note that with items other than Books you are not required to enter an ISBN number.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.



How do I catalogue live media?

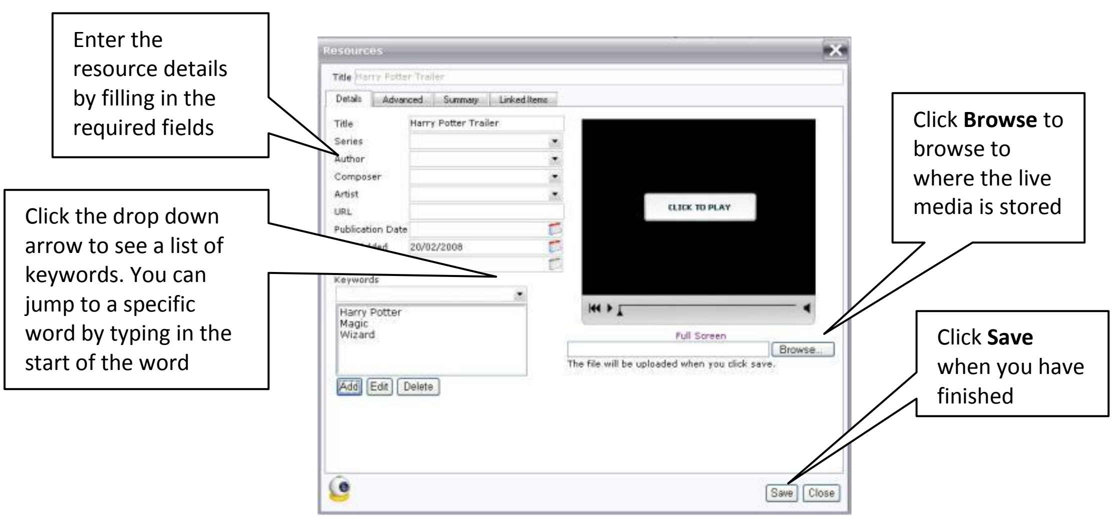
You may want to catalogue live media, e.g. video's, images etc.

From the **New Resource** screen click on the  icon.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.

You can also add extra custom fields which are displayed in the **Advanced** tab. See **How do I create my own custom fields?** later in this section.

Please Note: When you save the live media record it will transfer the media file to your web server and then re-encode the media file into a flash format where it will be compatible for all users who have flash installed. If you get any problems saving your live media record, it will most likely be because you don't have the required software on your web server to read the media file. To test this, you will need to try and play the media file directly from your web server. If you have any problems at all, please contact the helpdesk.



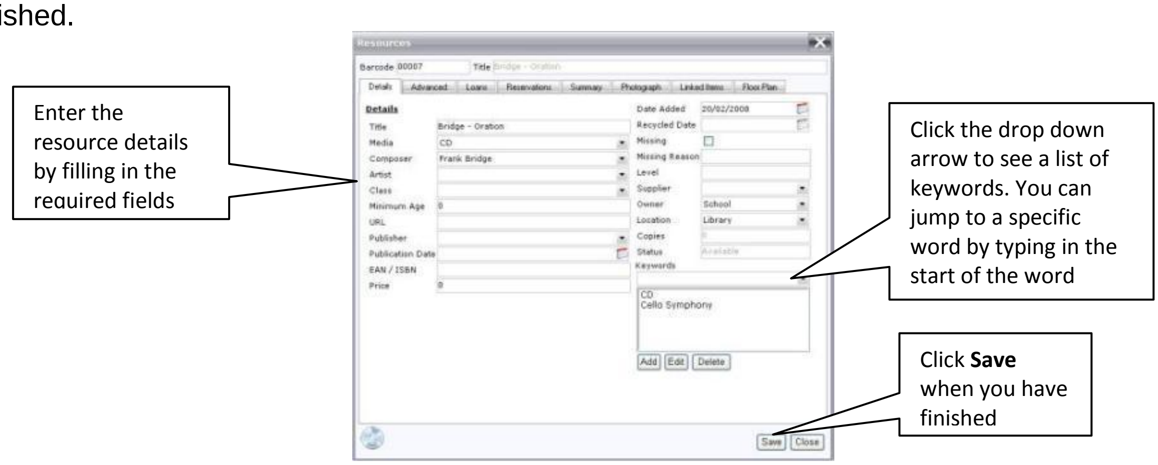
How do I catalogue music?

From the **New Resource** screen click on the 

icon

Follow the instructions at the beginning of this section on how to enter the resource's barcode. Please note that with items other than Books you are not required to enter an ISBN number.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.



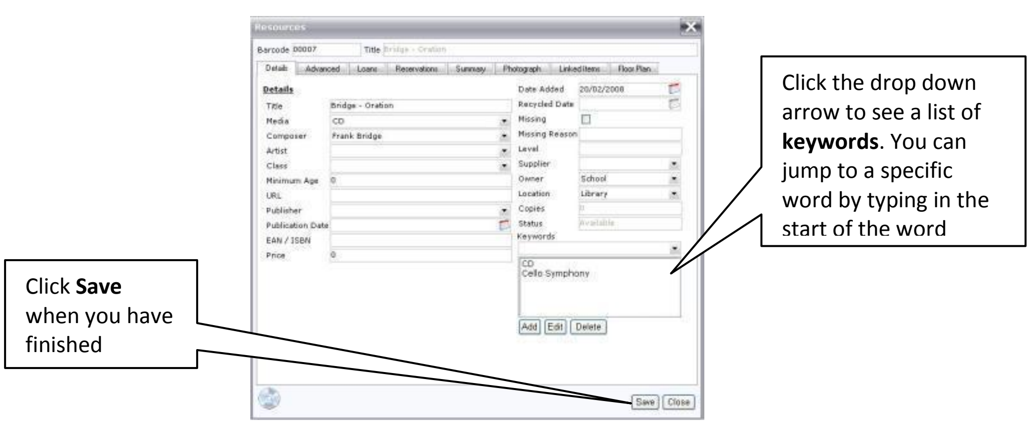
How do I catalogue a musical instrument?

From the **New Resource** screen click on the 

icon

Follow the instructions at the beginning of this section on how to enter the resource's barcode. Please note that with items other than Books you are not required to enter an ISBN number.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.

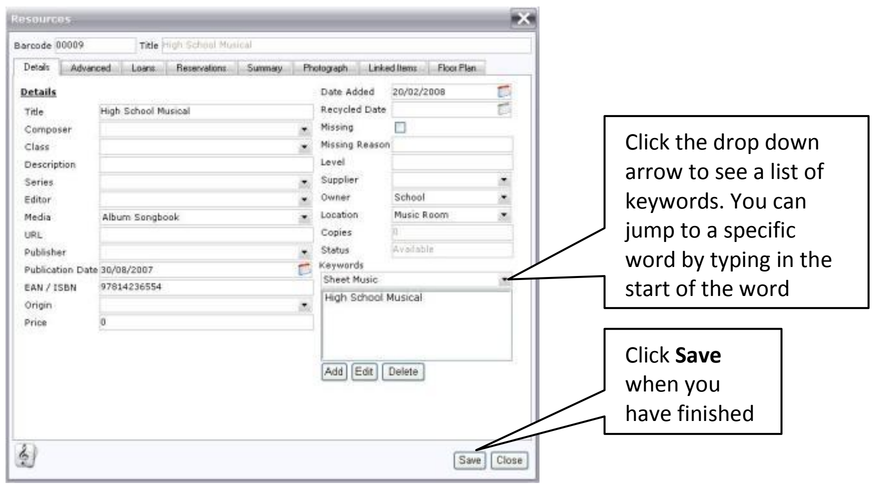


How do I catalogue sheet music?

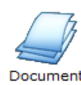
From the **New Resource** screen click on the  icon

Follow the instructions at the beginning of this section on how to enter the resource's barcode. Please note that with items other than Books you are not required to enter an ISBN number.

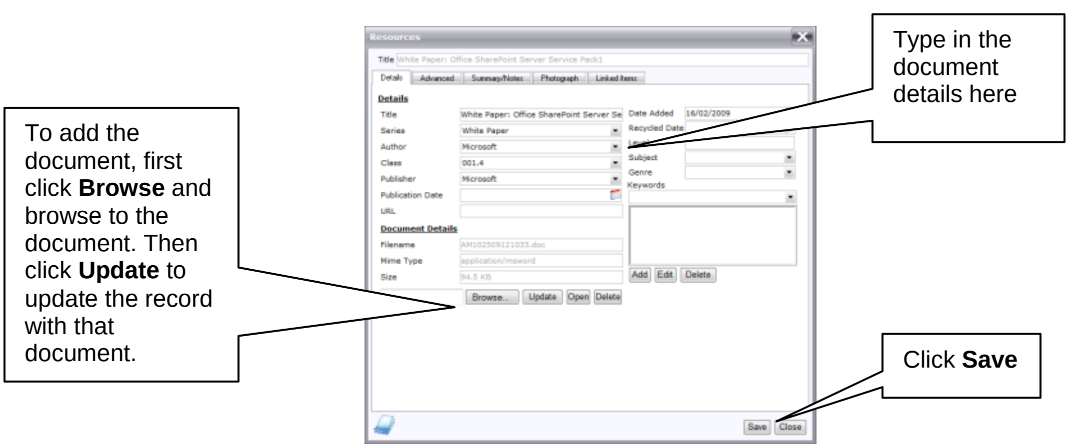
Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.



How do I catalogue a Document?

From the **New Resource** screen click on the  icon.

The resource screen will appear immediately for this document, as you do not need to barcode the document and physically store it in your library, as it will be stored on the database itself. This allows Word, Excel and PDF files to be uploaded to the system.

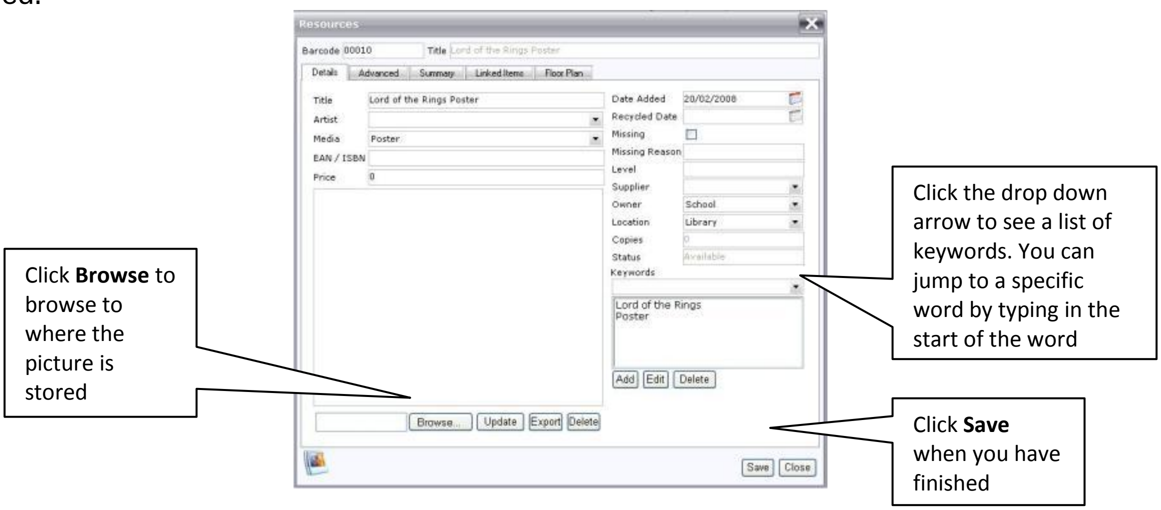


How do I catalogue a picture?

From the **New Resource** screen click on the 

icon.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.

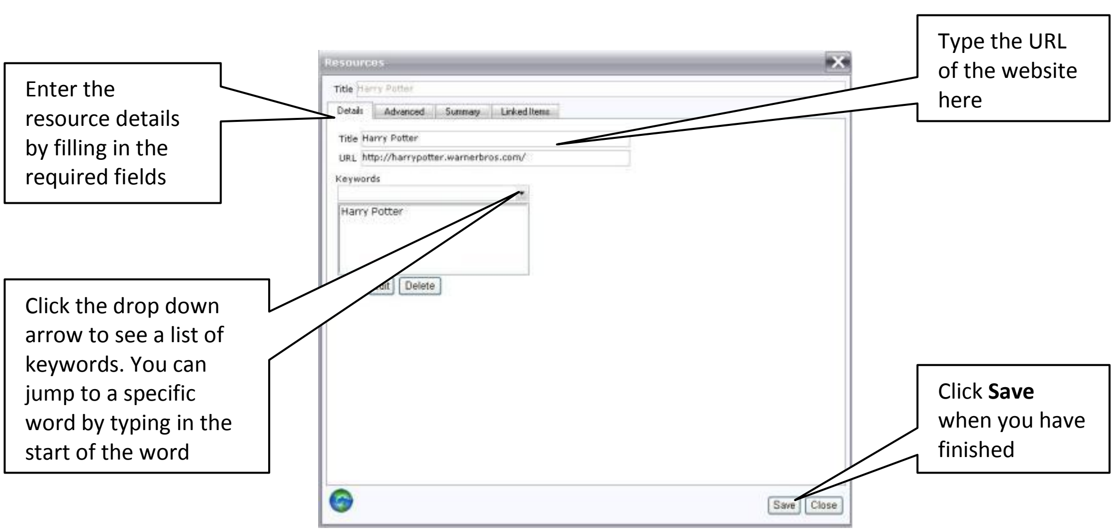


How do I catalogue a website?

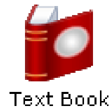
From the **New Resource** screen click on the 

icon.

Once the resource record screen appears, click in each field in which you wish to add information.

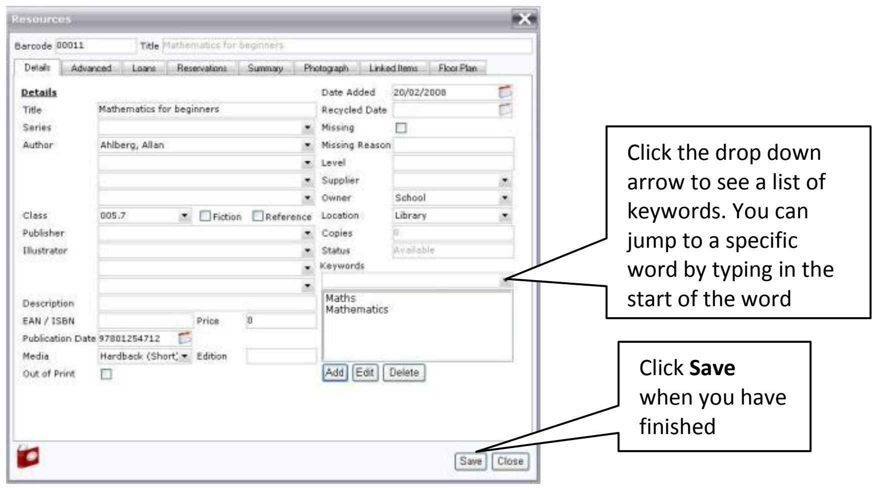


How do I catalogue a text book?

From the **New Resource** screen click on the 

icon.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.



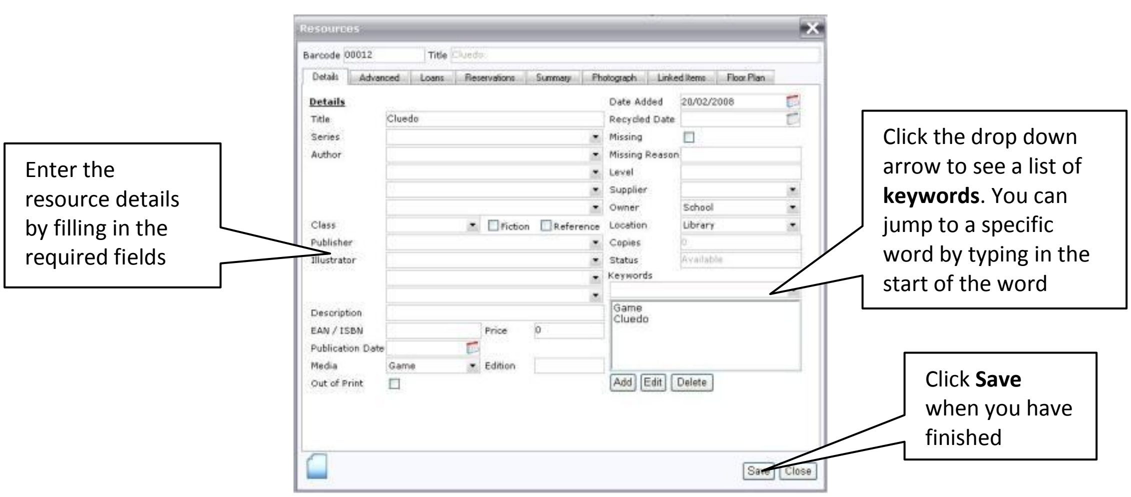
How do I catalogue an item which doesn't belong to a specific resource type?

If you want to catalogue resources which don't fall under any of the main resource types, you can use the '**Generic**' type.

From the **New Resource** screen click on the 

icon.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished.

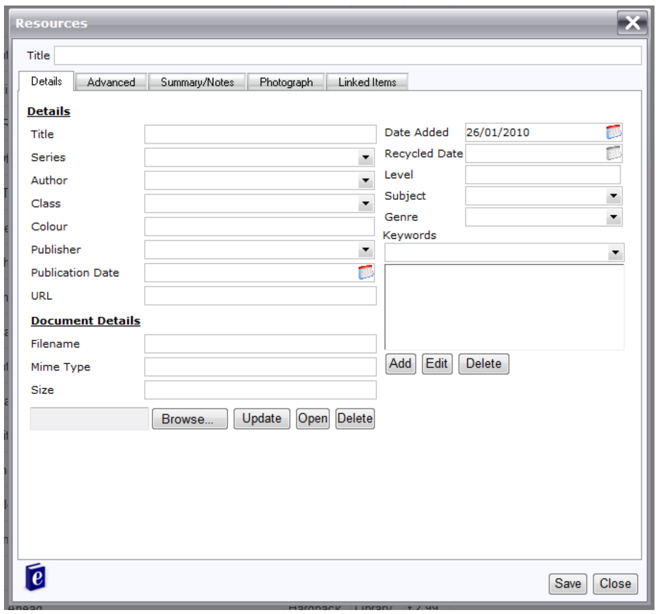


How do I catalogue an eBook?

From the **New Resource** screen click on the 

icon.

Once the resource record screen appears, click in each field in which you wish to add information. There are drop down arrows next to most fields on the screen. Clicking these means you can select from a list of previously entered information. Click **Save** when you've finished



What if I make a mistake when cataloguing?

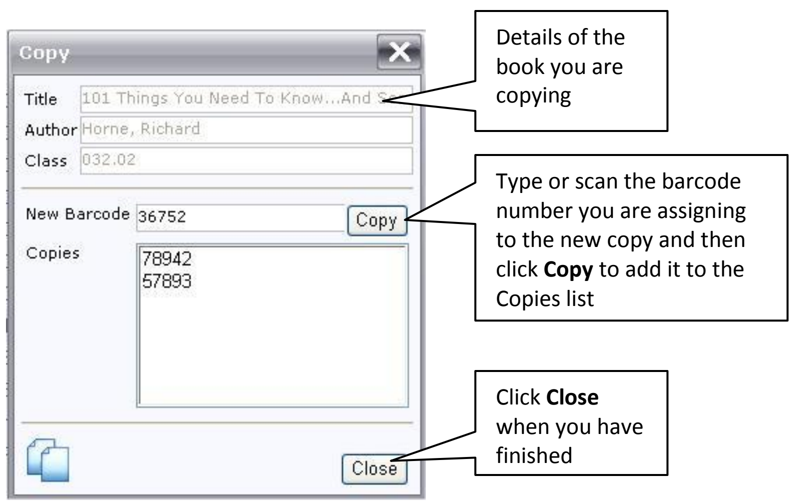
If you make a mistake when cataloguing and want to start again, click the **Close** button. You can of course re-visit the record at any time in the future and change, delete or add information.

How do I copy a resource?

If you have multiple copies of the same resource, to save you having to add each one manually you can use the **Copy** function. This copies all of the details from the first copy excluding the accession number, which you enter manually.

From the resources screen, highlight the book which you'd like to copy and then click the icon under the **Records** tab.

Scan or type the barcode number you are assigning to the copy and then click **Copy**. If you have more than one copy to enter, repeat the process until all of barcode numbers of the new copies are listed in the **Copies** field and then click **Close**.



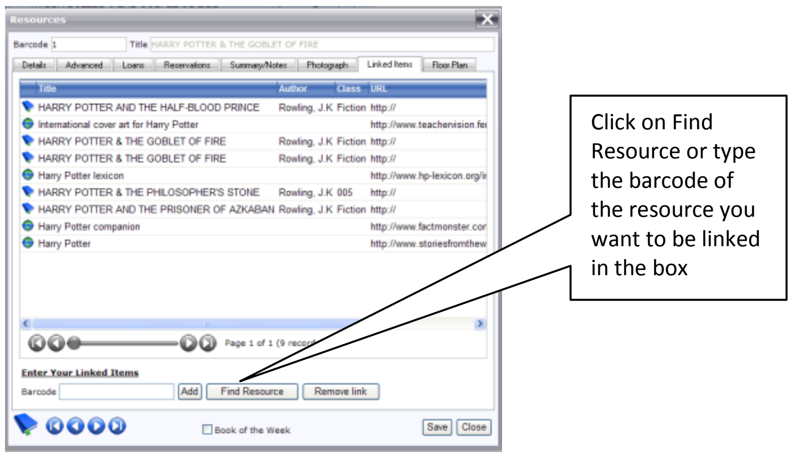
Please Note: The resource types you can copy are: Books, Hardware, Film/DVD's and Generic.

How do I link and un-link resource items?

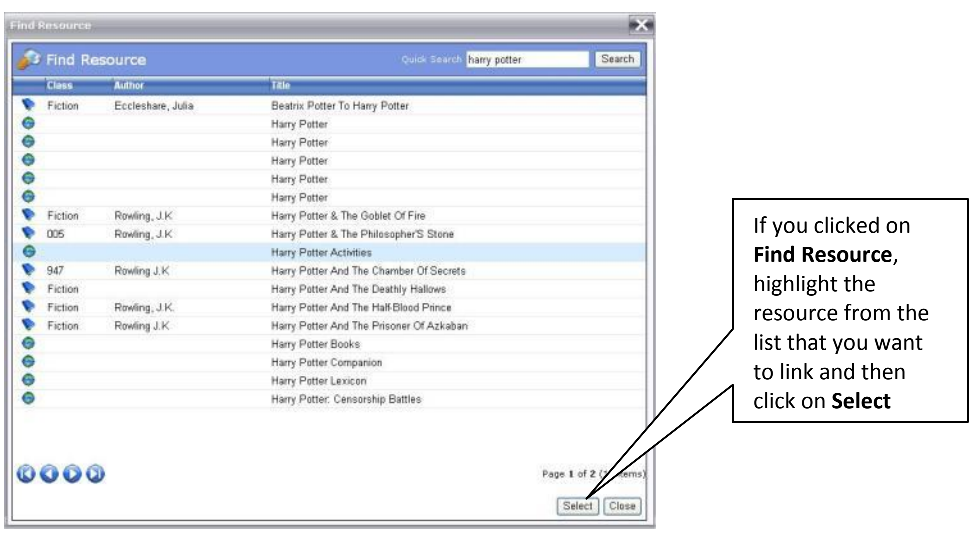
It's possible for you to link your catalogue resources together so that when your borrowers are searching the catalogue, they will be able to see items which might also be of interest.

An example for wanting to do this could be that you have a book in your library on the RSPCA as well as the RSPCA website. It would be very useful to you and your borrowers if the two resources were linked together.

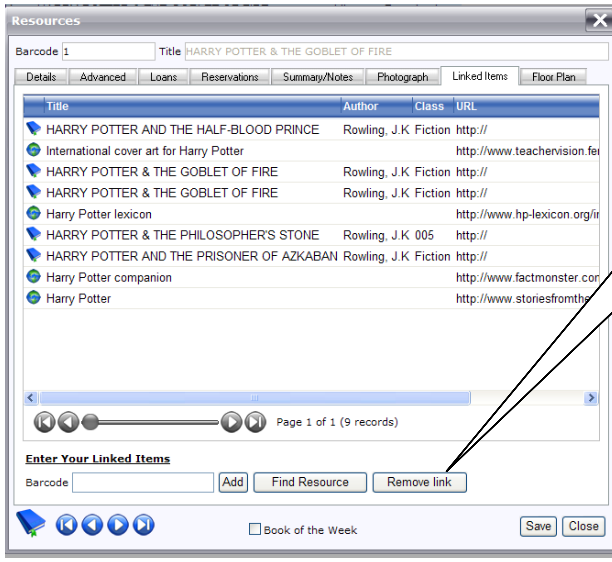
Using the example above, first find and go into the book on the RSPCA and then click on the Linked Items tab. Click on **Find Resource** or if you know the barcode of the resource you want to link, type it in the box and then click **Find Resource**.



Select the resource you want to be linked from the list, using **Quick Search** if you need to. Once it's highlighted, click on **Select** at the bottom right of the screen. You can select multiple Resources, if you wish.



The resource/s will now be listed in the **Linked Items** tab.

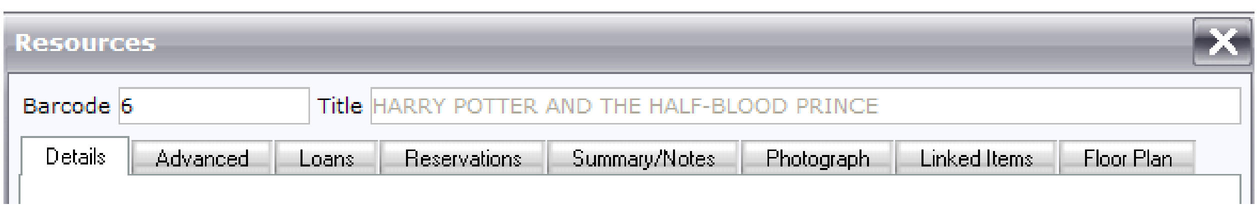


Once the resource you wish to remove is highlighted, click on **Remove Link** to remove the link between the two items.

To remove a resource link, simply highlight the linked resource and click **Remove Link**.

What other information is stored on a resource record?

On each resource record card there are a number of different tabs. The tabs you see depend on the type of resource record you are in. You can click on each available tab to view the information stored.



<u>Advanced</u>

The advanced tab holds extra information and settings which generally you will not need to access on a regular basis.

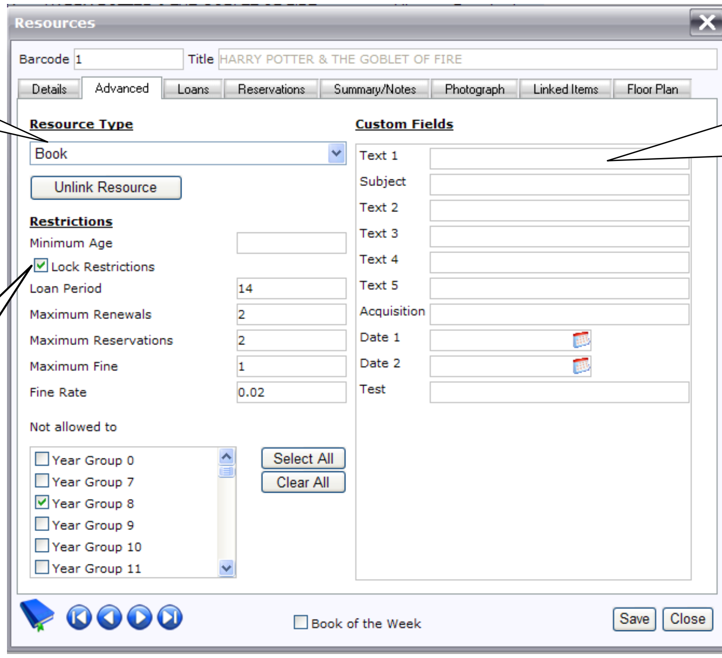
Resource Type allows you to change the type of resource

The **Unlink Resource** button is very useful when cataloguing a series of encyclopaedias, for example. When cataloguing resources with the same ISBN the resource records become linked or joined together. This means that any change made to one record is then replicated to all of the other records with the same ISBN number, and any reservations placed on one of those resources, will replicate to all copies of that book.

While this is useful should you be cataloguing 20 of the exact same book, it can become a nuisance if you are cataloguing 20 encyclopaedias which each have a different title. To remove this link, simply click on the **Unlink Resource** button. Please note that this will mean any

reservations made on that resource, will now only be on that particular resource not any of the others in that series.

Restrictions allow you to edit the restrictions for the individual resource record. These are covered in greater detail in **Chapter 6**.



Change the resource type here

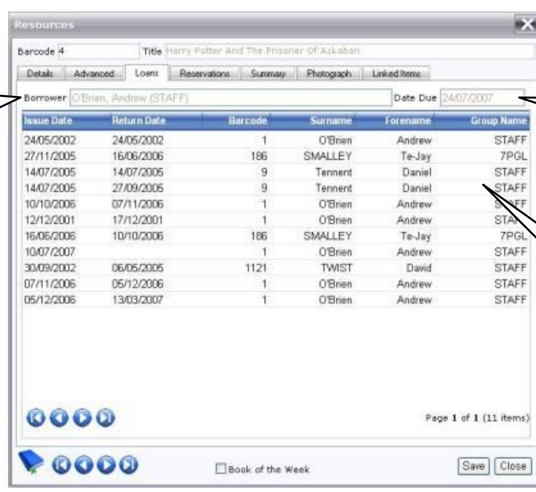
Change restrictions for the resource here. (See **Chapter 6: Restrictions** for information)

If you have added any Custom Fields they will show here. (See **Custom Fields** section later in this chapter for information)

Loans

The Loans tab shows all current and past loan information for the resource.

You can change the layout of the loans screen. (See **Chapter 3: Settings**, section on **Page Views**)



Shows which borrower the resource is currently on loan to. If the borrower field is blank, the resource isn't on loan

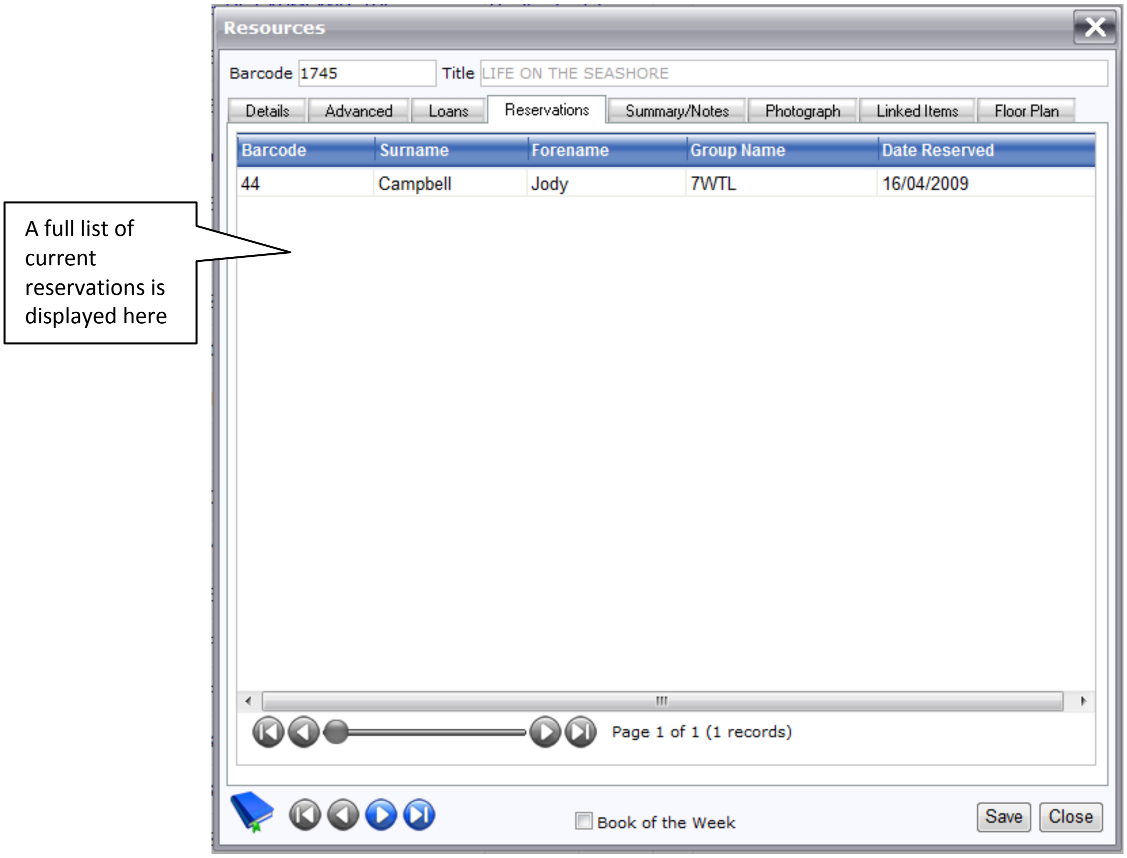
Tells you when the resource is due back

A full list of current and past loans is displayed here

Reservations

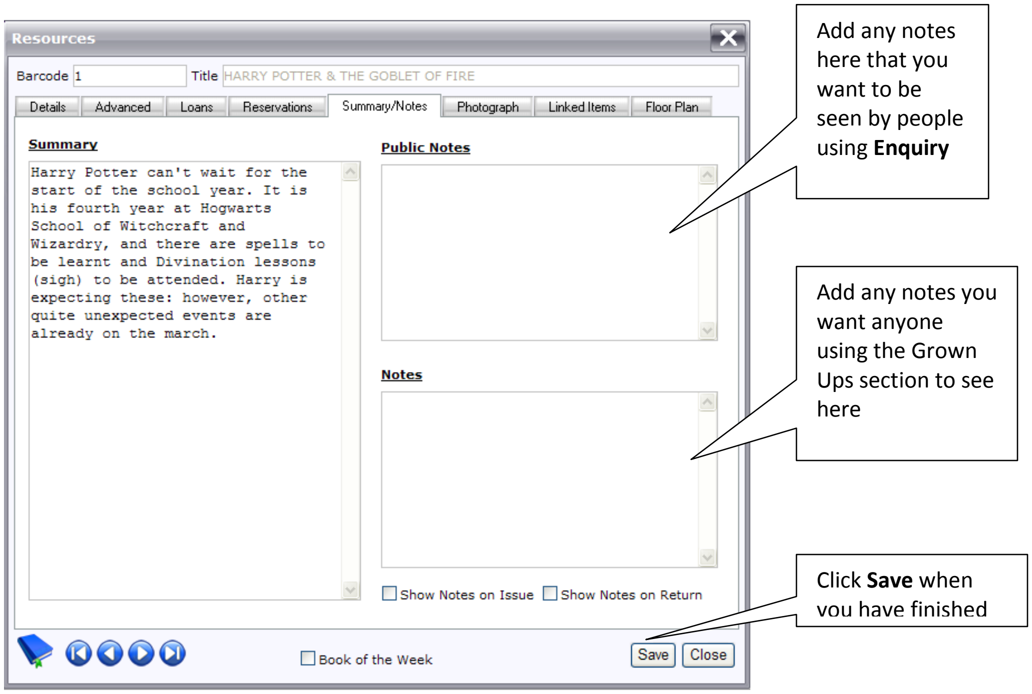
The **Reservations** tab lists all of the details of the resources current reservations.

You can change the layout of the reservations screen. (See **Chapter 3: Settings,** section on **Page Views**)



Summary

The **Summary** tab shows a book summary from **Discovery Online**, or any notes on the resource that you want others to be able to view.

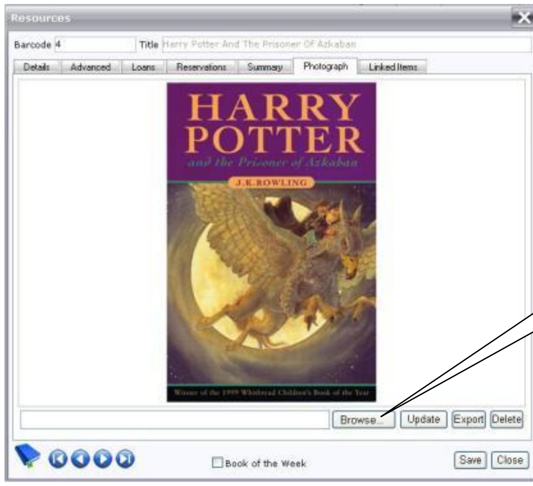


Public Notes allows you to write a note which is viewable by everybody who accesses the resource either via the Grown Ups section or **Search**. For example, you may want to let borrowers and staff know that the resource is currently unavailable.

Notes allows you to record information on the resource record purely for viewing by anyone who accesses the Grown Ups section. For example, if a book is returned to the library damaged, you may want to write a note to remind yourself to replace it after completing your next stockcheck.

Photograph

The **Photograph** tab displays any photograph of the resource, either one you have attached manually or one which is being obtained from **Discovery Online**.



Click **Browse** to search for an image to add to the resource

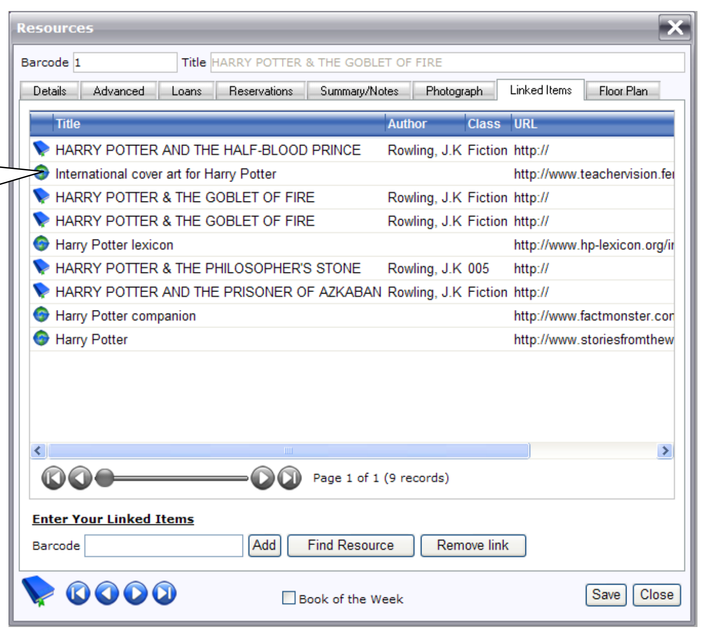
Linked Items

The **Linked Items** tab shows any resources which are linked to this one, and also enables you to link your resources together.

For example, you may have catalogued a **website** relating to Harry Potter and you want this to be linked to your Harry Potter **books**.

Please see section on **How do I link / unlink resource items?** earlier in this chapter.

Lists the resources which are linked to this one



Floor Plan

The **Floor Plan** tab allows you to specify the location of the resource on a floor plan image.

For more information on floor plans please see the **Floor Plan** section below.

Floor Plan

How do I create a floor plan image?

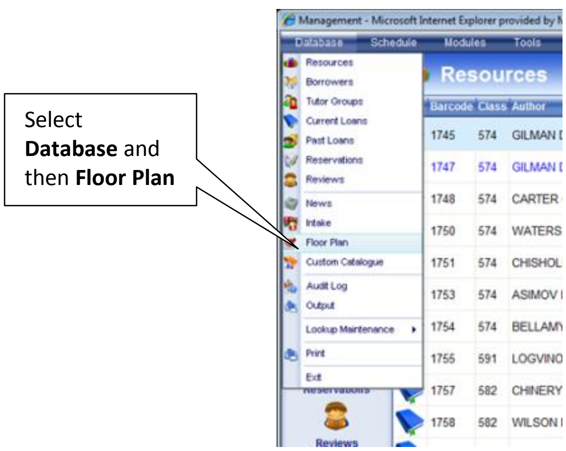
Using a paint package (e.g. Paint Shop Pro) draw a simple floor plan of your library. We recommend the size of 630 x 400 pixels. A number of users have given this as a project to pupils as very often they are already quite familiar with packages such as Paint Shop Pro.

MLS recommend that you save the floor plan in **.png** format or **.jpg** because the quality of the image will be better, however you can save it in any format you wish. Once the floor plan has been created, save it somewhere you can easily access it.

How do add a floor plan record?

You can have as many floor plan records as you wish in **Junior Librarian.net**.

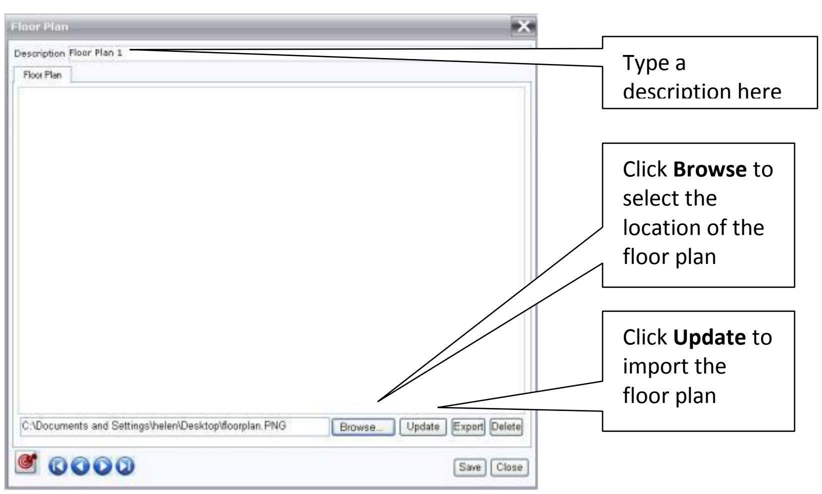
From the menu bar at the top of the screen, select **Database** and then **Floor Plan**.



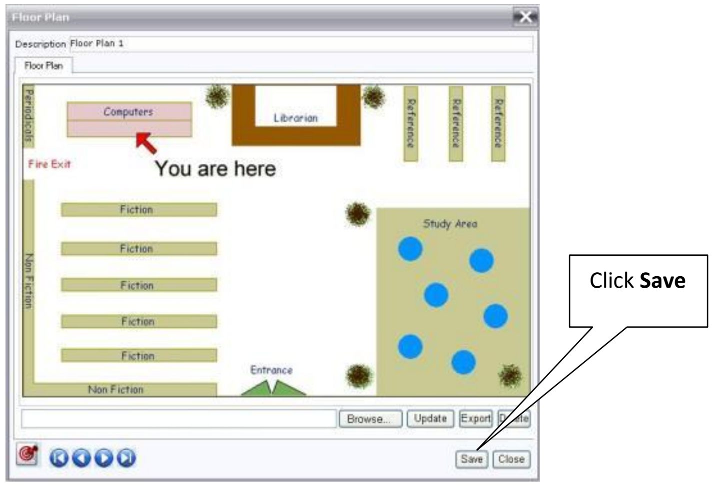
Click 

under the **Records** tab on the right of the screen. Type a name for the floor plan in the **Description** box at the top of the screen.

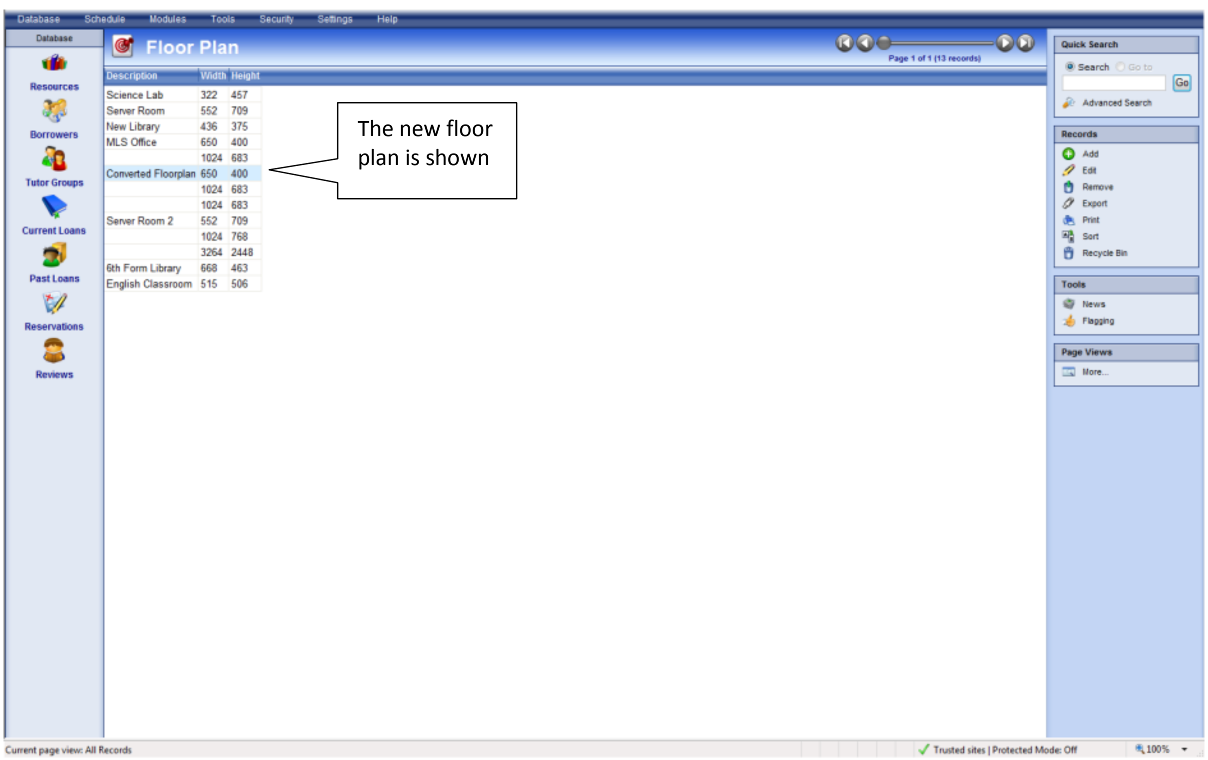
Click **Browse** and select the location of the saved floor plan. Once the location is specified, click **Update**.



The floor plan image will be shown. Click **Save**.

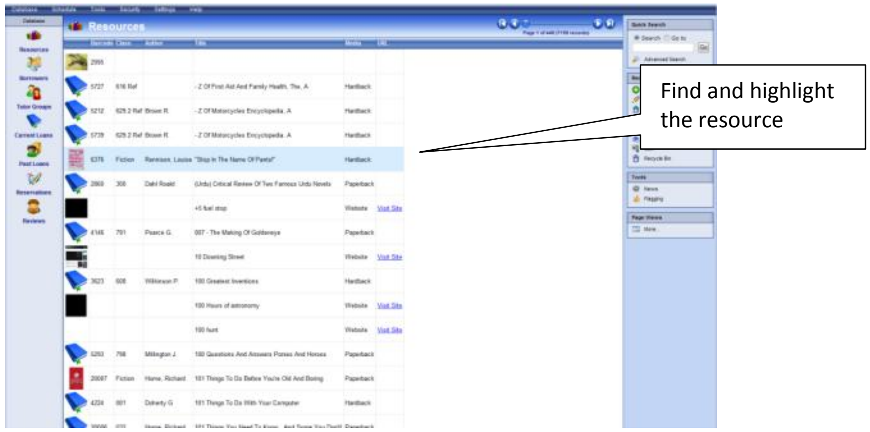


The floor plan will then be shown as a new record on the Floor Plan screen.

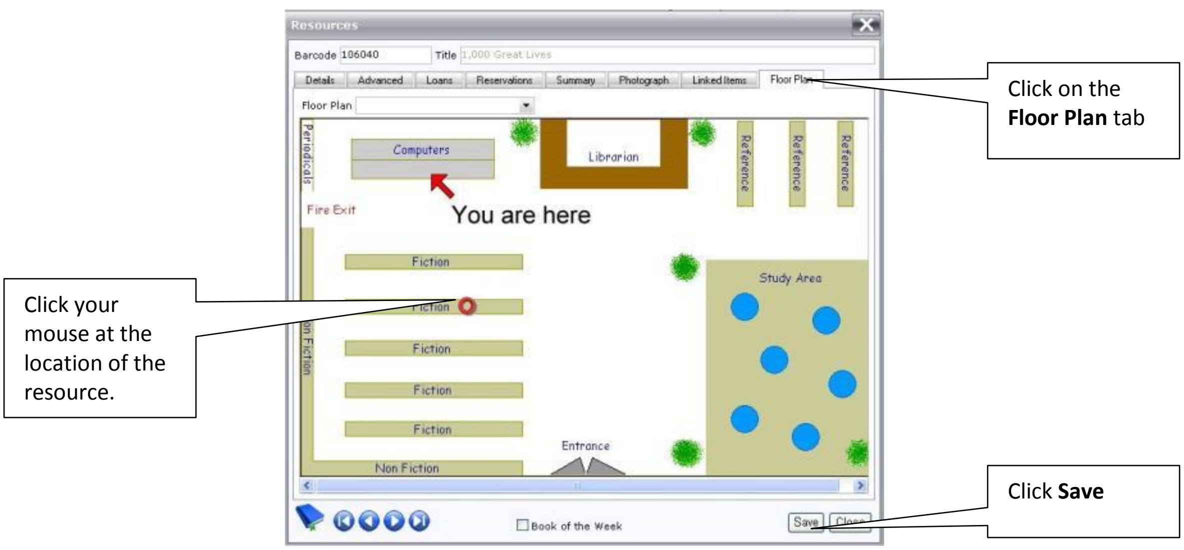


How do I add an individual resource to the floor plan?

From within the **Resources** screen, find and select the resource that you'd like to add to the floor plan.



Once in the resource record click on the **Floor Plan** tab at the top of the screen. Place the mouse pointer at the location of the item and click. A red flashing beacon will now appear denoting the position of the item. Click **Save** to save the location. You will then be taken back to the main Resources screen.



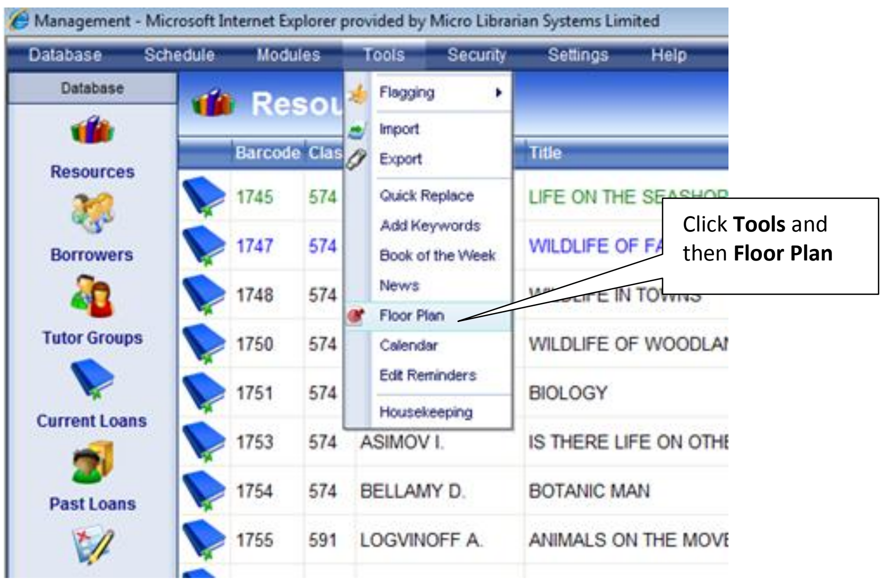
How do I globally add a selection of resources to the floor plan?

You may want to add specific resources to an area of the floor plan. Perhaps you have an area of your library where you keep your fiction resources. **Junior Librarian.net** allows you to search your catalogue for specific resources, for example by classification, media type, Title etc. and add these resources to a floor plan (you can have as many floor plans as you wish!)

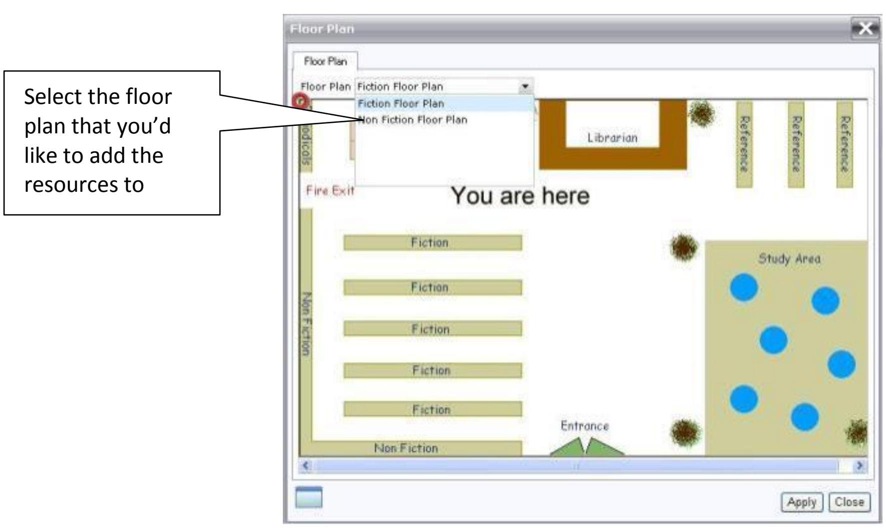
From the **Resources** screen, use the **Advanced Search** to search for your resources, for example Fiction.

For more information on searching, please see **Chapter 14: Viewing Library Data**, section on **Searching Databases**.

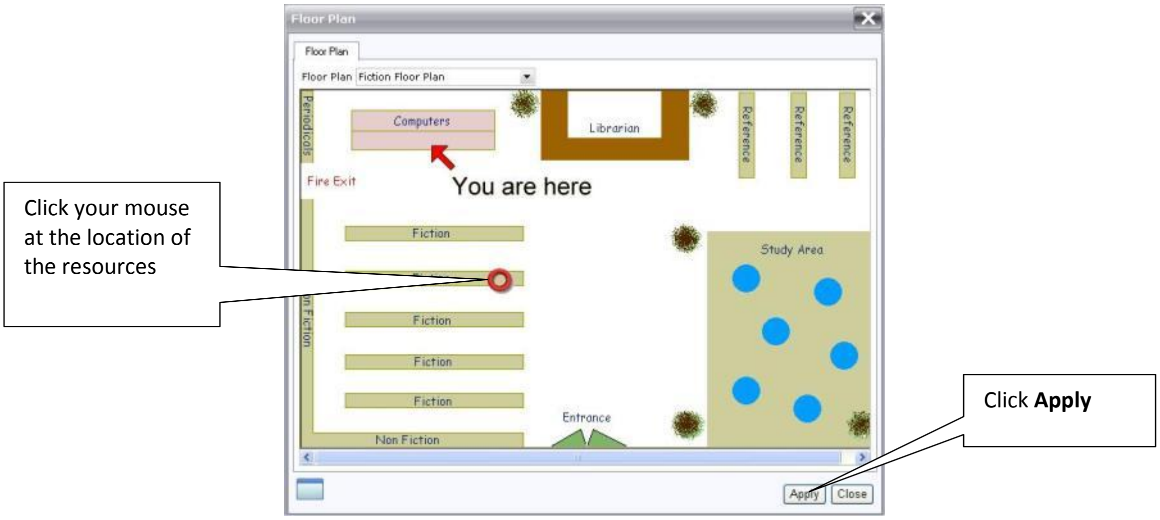
Once you have just your fiction resources on the screen, from the menu bar at the top of the screen select **Tools** and then **Floor Plan**.



From the **Floor Plan** drop down menu, select the floor plan that you want to add the resources to, e.g. **Fiction**.



Place the mouse pointer at the location of the item and click. A red flashing beacon will now appear denoting the position of the item. Click **Apply** to save the location.

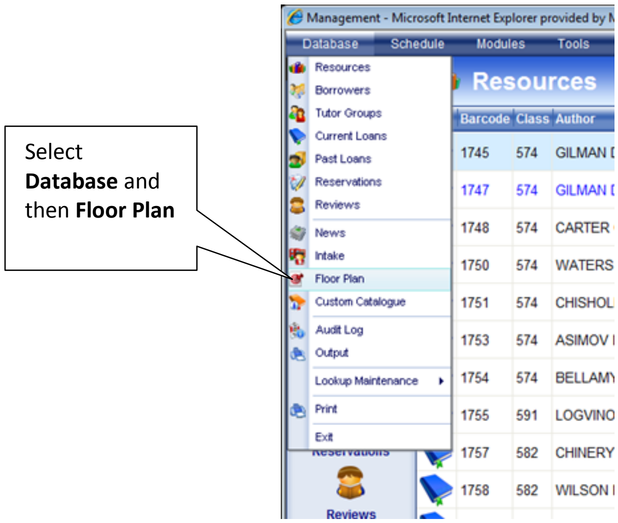


Click **Yes** to update the resources location.

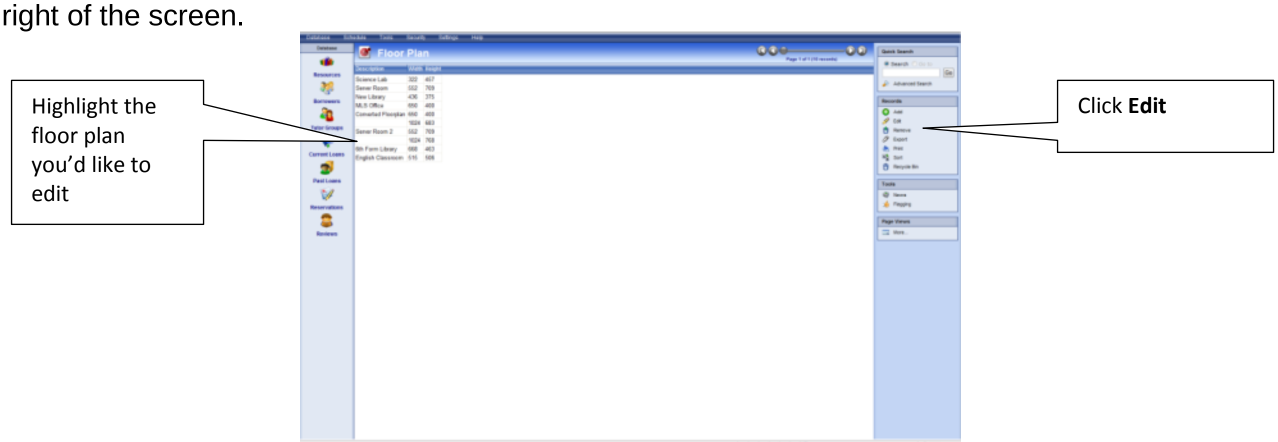
You will then be taken back to the main **Resources** screen.

How do I edit a floor plan record?

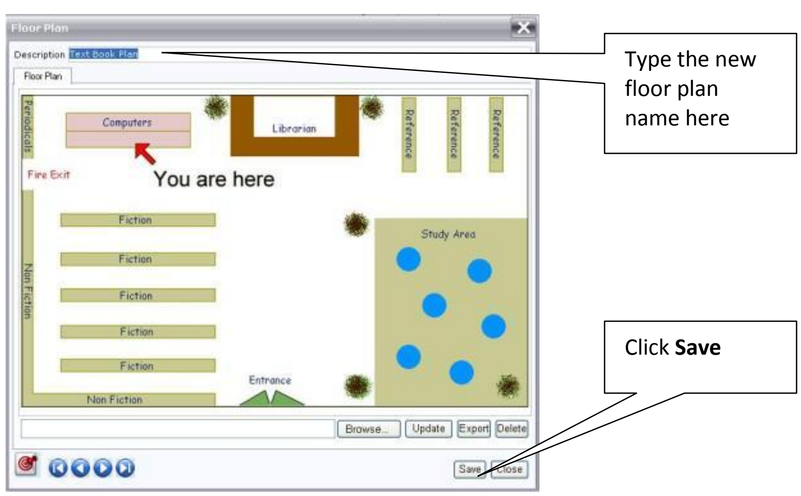
From the menu bar at the top of the screen select **Database** and then **Floor Plan**.

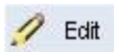


Highlight the floor plan record you want to edit and then click **Edit** under the **Records** tab on the right of the screen.

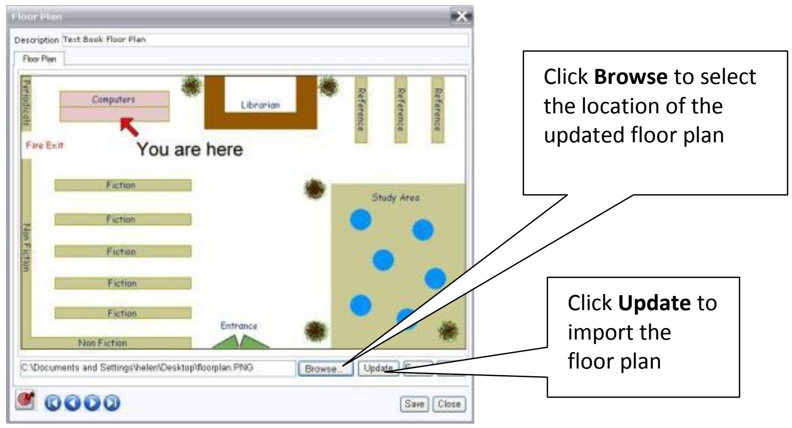


If you want to simply change the name of a floor plan, type the new name in the **Description** box at the top of the screen and then click **Save**.

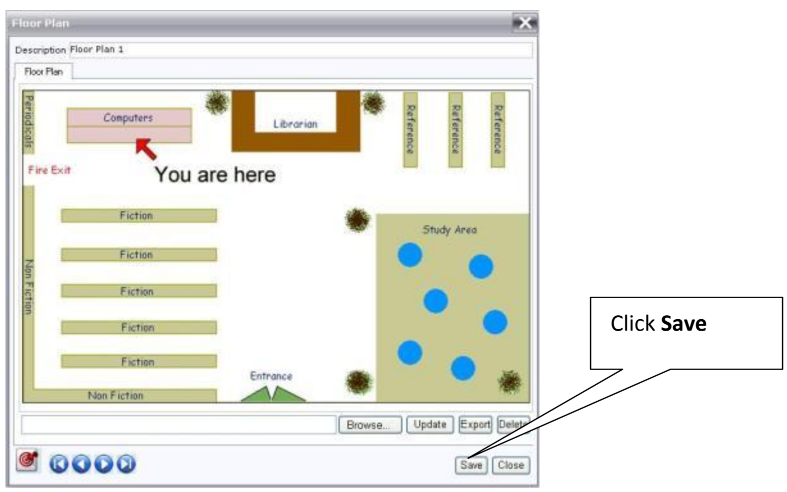


If you have made changes to your floor plan image and want to update the one which is stored in the floor plan record, highlight the floor plan record from the list in the Floor Plan screen and click 

Click **Browse** at the bottom of the screen and select the location of the updated floor plan image. Once the location has been specified, click **Update**.



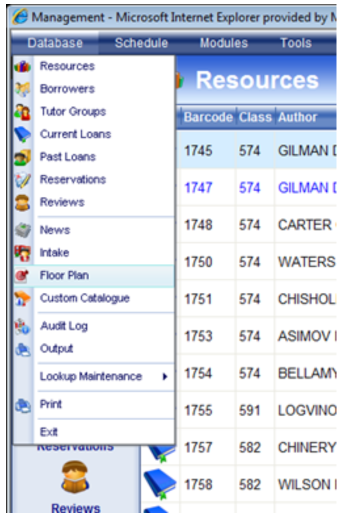
The new floor plan image will be shown in the floor plan record. Click **Save.**

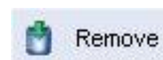


How do I delete a floor plan record?

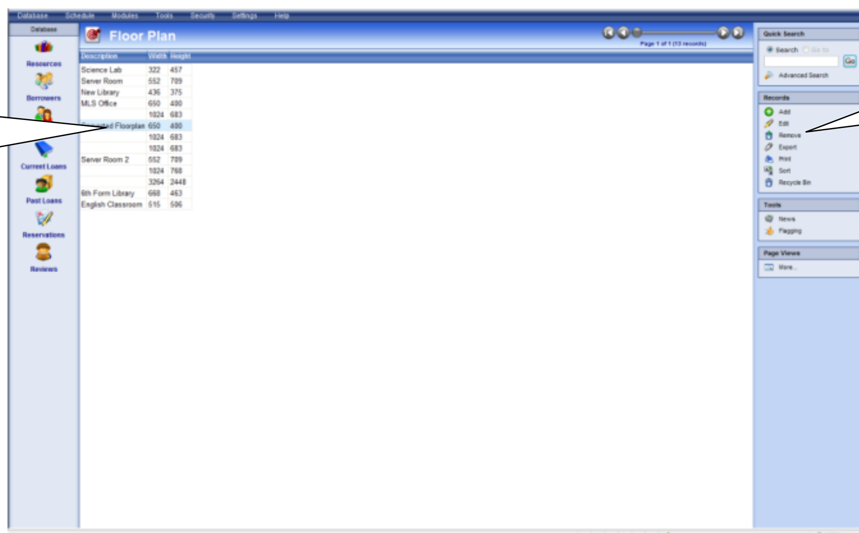
From the menu bar at the top of the screen select **Database** and then **Floor Plan**.

Select **Database** and then **Floor Plan**



Highlight the floor plan record that you want to delete and then click on  under the **Records** tab on the right of the screen.

Highlight the floor plan you'd like to delete



Click **Remove**

The floor plan record will then be removed to the **Floor Plan Recycle Bin**.

If you want to restore it, click on  under the **Records** tab on the right of the screen.

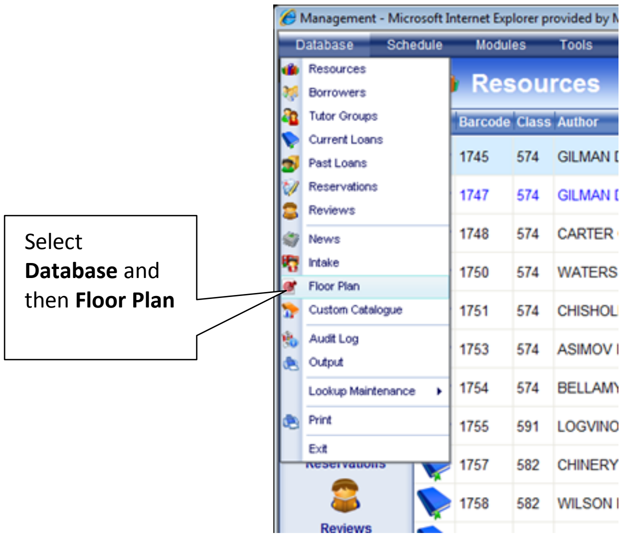
Highlight the floor plan record from the list and then click on  under the **Records** tab on the right of the screen.

Please Note: If you restore a floor plan from the Recycle Bin, the links between your resources and that floor plan will also be restored. Once you've deleted a floor plan record from the Recycle Bin, all links between your resources and the floor plan will be gone.

How do I export a floor plan image?

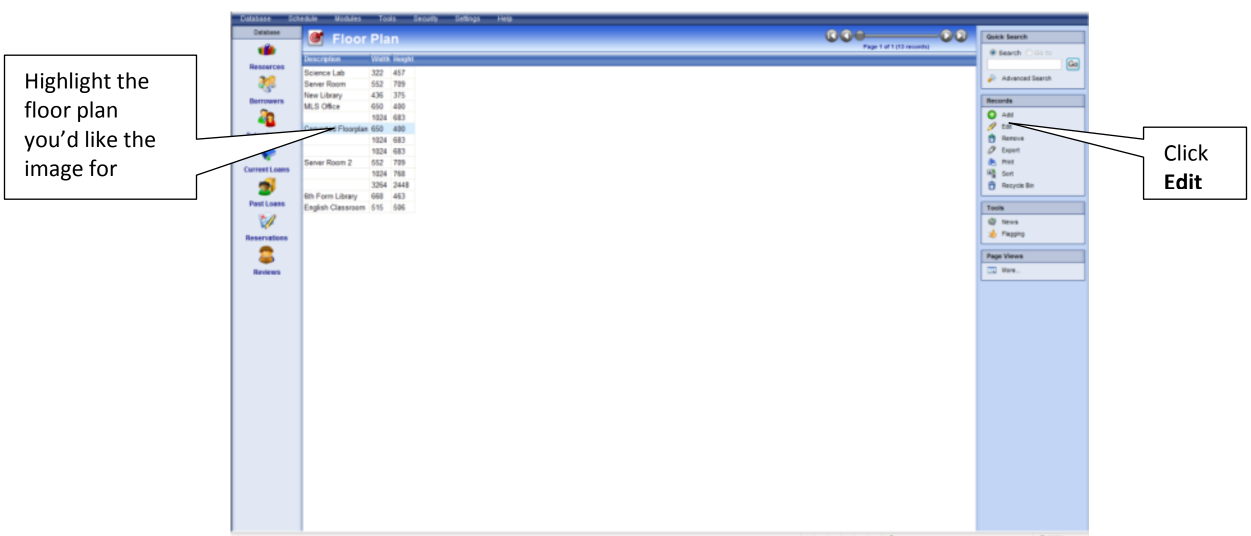
If you accidentally delete a floor plan image which you've designed, you can export the image from the floor plan record.

From the menu bar at the top of the screen select **Database** and then **Floor Plan**.

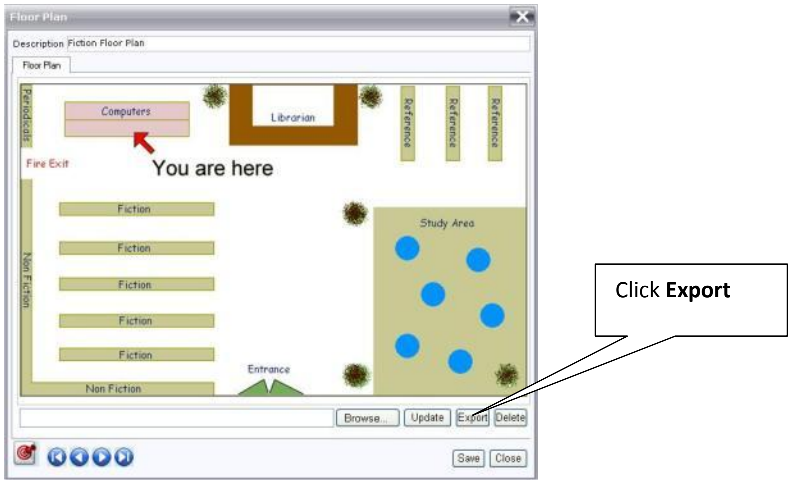


Highlight the floor plan record that you want the image for and then 

click under the **Records** tab on the right of the screen.



Click **Export** at the bottom of the screen.



Click **Save** and select a location for where you want to save the image to.

Adding Borrowers

How do I create a new tutor group?

Before you can manually add your borrowers, you need to create the tutor groups to which they will belong.

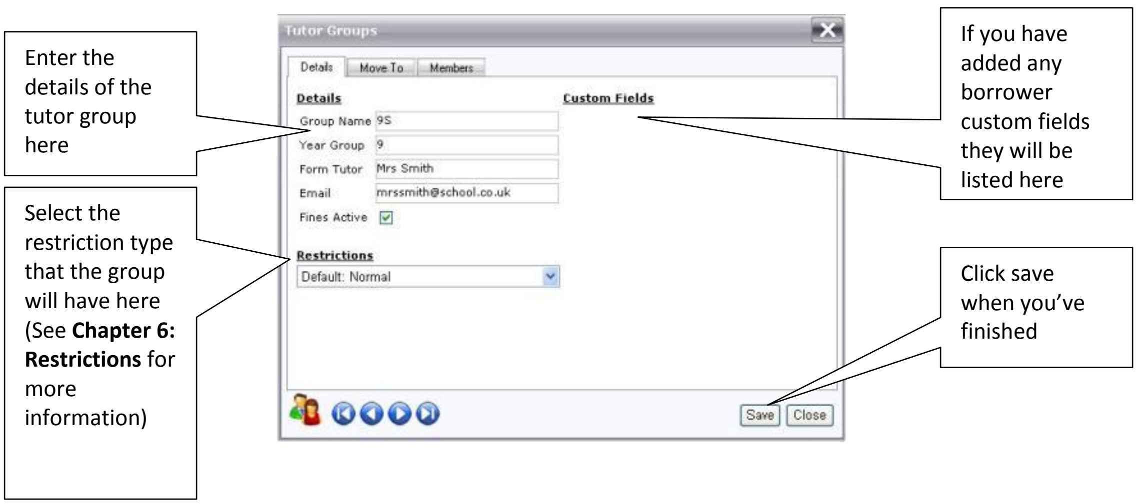
Make sure you are in the **Tutor Groups** database by clicking on the 

icon

Click 

under the **Records** tab on the right of the screen.

A Blank **Tutor Groups** screen will then appear.



Please note that you cannot have two tutor groups of the same **Group Name** and **Year Group**.

You will need to repeat this process until you've entered all of your tutor groups into **Junior Librarian.net**.

How do I add my borrowers manually?

Once you have all of your tutor groups on the system, you can then start to add your borrowers.

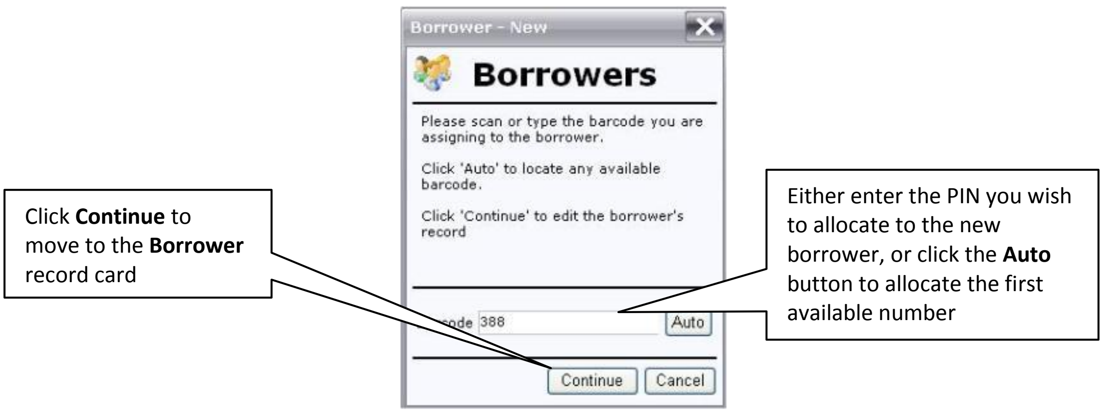
Make sure you are in the **Borrowers** database by clicking on the 

icon.

Click 

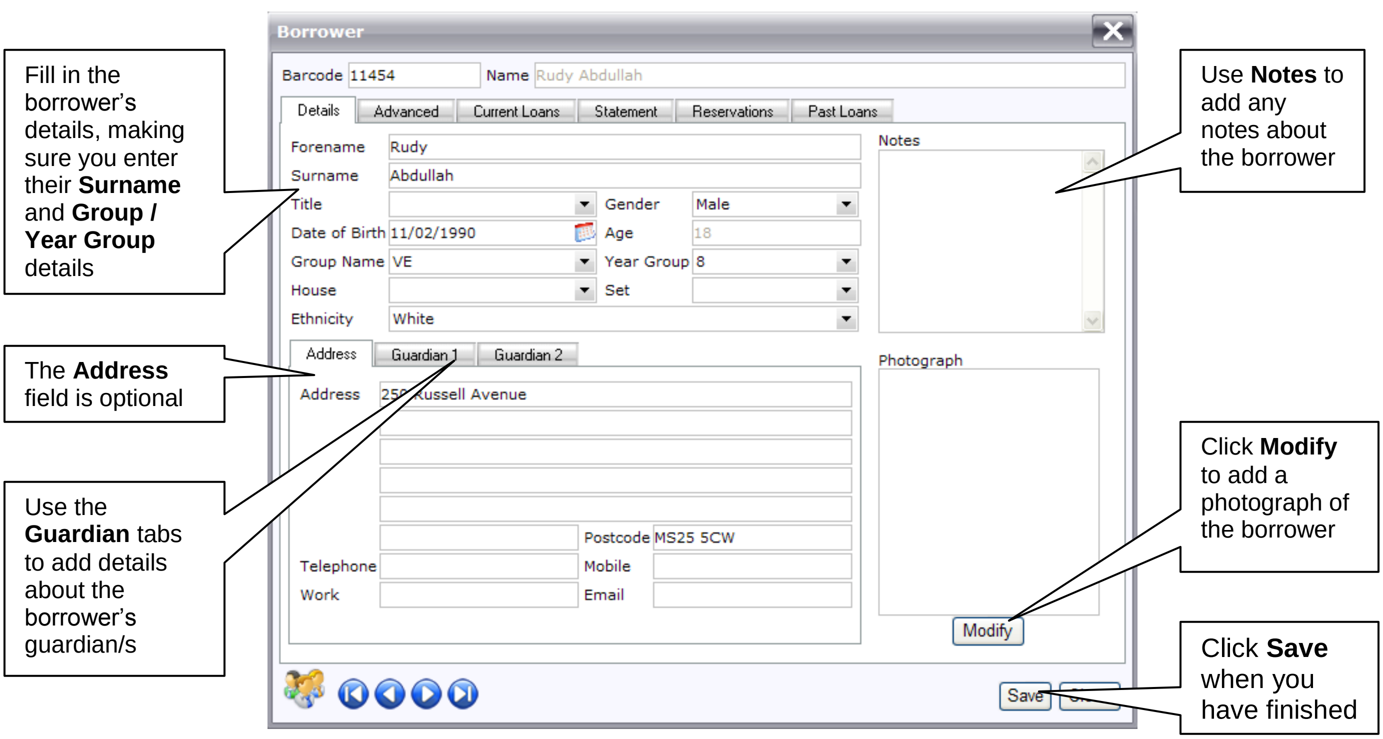
under the **Records** tab on the right of the screen.

The **Borrower – New** screen will appear.



Scan or type the barcode you are assigning to the borrower. Alternatively you can click **Auto** to allow the system to allocate the next available number. Click **Continue**.

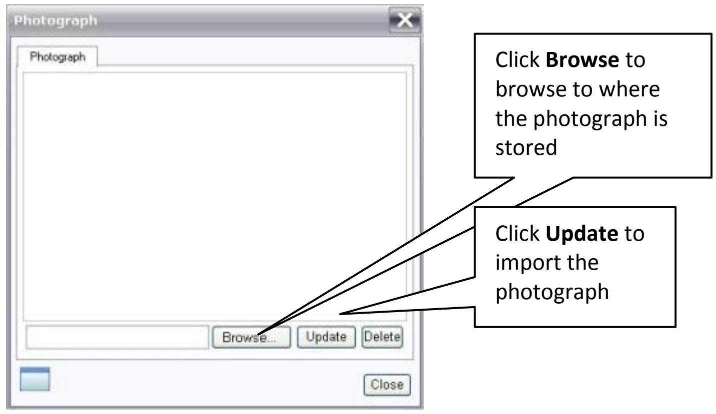
A blank **Borrower** card will appear. Fill in the required details and then click **Save**.



How do I add a photograph of a borrower?

From within the borrower's record in the **Details** tab, click on the **Modify** tab on the right of the screen.

Click **Browse** to browse to where the photograph is stored. Once the location of the photograph is listed, click on the **Update** tab. The photograph will then show in the box. Click **Close**.



How do I import my borrowers using the school's administration system?

Each year (usually September) the students in the office administration system will be 'promoted' to new tutor groups, and new students will be added into the system. You can use the administration system to create a file containing all of your borrower's details to import into **Junior Librarian.net**. Once you have created the file by following the instructions relevant to your school's administration system below, you will then need to see the instructions in the sub-section **How do I import my student file into Junior Librarian.net?**

It is pointless to use the administration system to add your borrowers before they have been promoted or added. Ask your office administrator if the students have been 'promoted' before you start.

The intake details may be all entered into your school's administration system, but they may not yet be assigned an administration number. If they have not been assigned a number, again it's best not to use this method to add your borrowers, as the administration number is what distinguishes one record from the next.

Tutor groups are automatically created or changed by comparing the student's administration number, surname and forename on both **Junior Librarian.net** and the school's administration data. If these are matched, but the tutor groups are different, then the tutor group is changed to match that of the administration system, thus 'promoting' the pupil up a year (assuming the administration data is correct!)

Please Note: It's important that you make a backup of your library data before making any global changes to your borrowers. Your data is backed up by MLS nightly. If you are making any big system changes we would suggest you make them first thing in the morning, to avoid any loss of changes made to data between the backup and the system change.

Sims.net

If you are using the Sims.net system, you need to download the **Sims.net Borrower Import disk** from our website (www.microlib.co.uk) onto your computer's desktop. You can find this in the **User Area** section under the **Updates** tab.

You then need to put either a floppy disk or a USB memory stick in your machine, download on the file and click '**Open**'. This will download the executable file, and run it immediately.
Once the wizard pops up it will ask where you would like the relevant files extracted to, this is where your floppy disk or USB memory stick comes in. Simply select the relevant drive letter, and the Report Definition file, along with instruction document, will be saved to the disk / memory stick for you.

The instructions will tell you what you need to do to create the CSV file from SIMS.net.

RM Integris

Student data can be easily imported from Integris by designing a report in Integris with the following fields (certain fields are optional):

SURNAME	
FORENAME	
DOB	*(Date of Birth)*
DOA	*(Date of Admission)*
GENDER	
REG	*(Tutor Group)*
ADNO	*(Grown Ups System ID)*
YEAR	*(Year Group)*
STUDENT ADDRESS - LINE 1	(optional)
STUDENT ADDRESS - LINE 2	(optional)
STUDENT ADDRESS - LINE 3	(optional)
STUDENT ADDRESS - LINE 4	(optional)
STUDENT ADDRESS - TOWN	(optional)
STUDENT ADDRESS - POST CODE	(optional)
STUDENT E-MAIL ADDRESS	(optional)
NAME: KNOWN NAME	(optional)

The report should be saved in **'Mail merge'** format to a USB pen drive under the name **'students.csv'** (comma-delimited format.) Also select the option to use headings.

If you wish to edit the data, make sure you open it in Notepad. (Please do not open it in Microsoft Excel.)

The following instructions illustrate how to design the export report within Integris

1. Go into the **Reports** section of Integris
2. Click on **Ad-Hoc Reports**
3. Select **Ad-Hoc Manager** (over to the right of the screen)
4. Select the first icon at the top left - **Create New Report**
5. Enter Report Name and Description
6. In the bottom right hand corner of the screen - select **Export**, as a report type
7. Go through each of the next four or five screens selecting the required fields

   SURNAME
   FORENAME
   DOB
   DOA
   GENDER
   REG
   ADNO
   YEAR

8. When you come to the last screen ensure that **Mail merge format** is selected
9. Click **Create**
10. Close down Report Designer Screen (click the cross in the top right hand corner)
11. Close the AD-Hoc Manager Screen
12. Select **New Query** and run the report for all Current Roll
13. Click **Print**. It will bring up a box saying 'Set Print File Name'. Name the file **students.csv**
14. Select and save the file to an external drive

Phoenix

Student data can be easily imported from Phoenix by designing a report with the following fields: (ALL THESE EXACT FIELDS MUST BE INCLUDED!):

SURNAME
KNOWN AS
DOB
M/F
AD DATE
CLASS
ADNO

For details on how to design the report within Phoenix, please refer to the Phoenix User Guide.

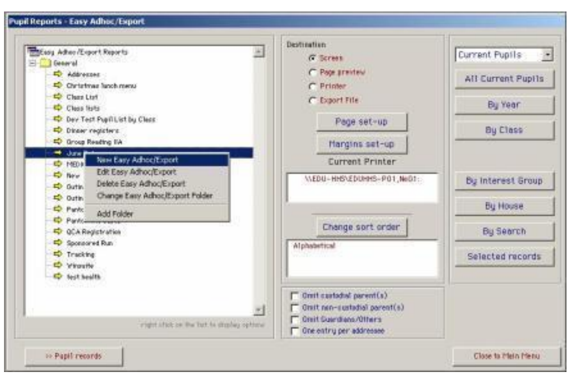
The report should be saved as a comma separated value (CSV) file to an external drive under the name students.csv

Sample of a Phoenix student file:

"Surname”,” Known As","DOB","M/F","Ad date","Class","Roll N°"
"Anderton","Danielle","10 01 1991","F","05 09 1995","IMC","00664"
"Clarke","Sam","18 07 1992","M","06 01 1997","LO","00769"
"Jones","Charlotte","18 01 1995","F","07 09 1999","LT","00941"

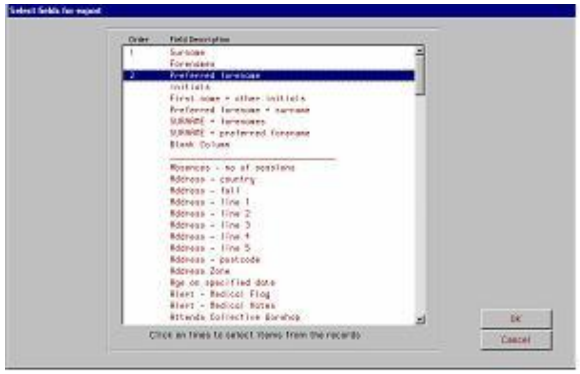
In most schools the following routine has proved successful, though it may vary according to your version of Phoenix.

1. In **Phoenix Gold**: Go to the **Pupils Reports** menu then select the option **Easy**



2. Right-Click on any report in the list and select the option **New Easy Adhoc/Export.**

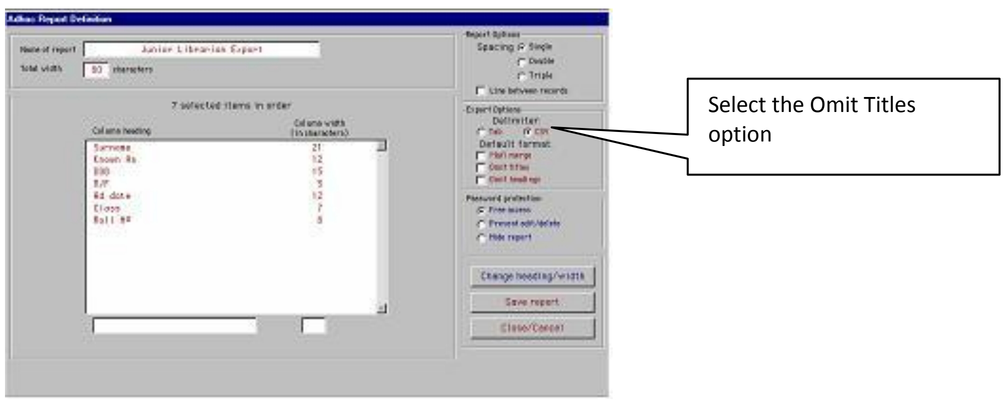
3. From the list, click on Surname, Preferred Forename, Date of Birth, Gender, Date of Admission, Class and Roll No. You must click on these in the **SAME ORDER** as they are listed here.



4. Click **OK**.

5. In the screen that appears change TAB to CSV and put in the title “Junior Export” so that your screen looks like the one that appears below. Please make sure you tick the **Omit Titles** option.

6. Click **Save Report.**



7. In the list of reports, the report we have just created should appear. Click on it.

8. From the destination box (in the middle of the screen) click on **Export File**.

9. Now click on **All Current Pupils.**

10. Phoenix will now ask you for a filename. Type in **students.csv** and click **Save**. Ensure you take note of where it is saving the file. It will prompt you to launch an application. Select the option **Do Not Launch Application** and click **OK**.

11. Minimise Phoenix using the button.

12. If you wish to edit the data, make sure you edit it in Notepad. (Please do not edit it in Microsoft Excel as you will lose the correct file format.)

Other administration systems

Student information can be imported into **Junior Librarian.net** by placing a CSV file containing student information onto a blank floppy disk. This information can then be imported using the Intake facility built into **Junior Librarian.net**.

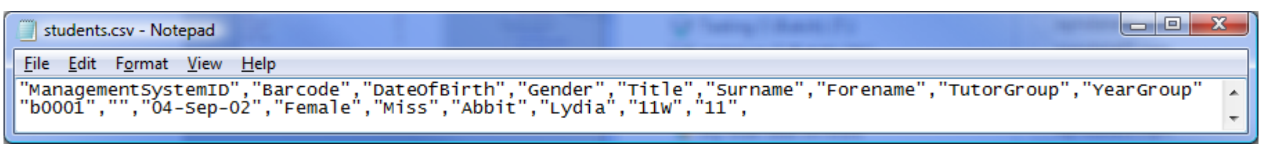
The first line of the CSV file must contain the name of the fields you are importing. **The data must be comma separated and be qualified by double quotes.**

The field names that must be used are as follows (they can appear in any order within the text file).

Field Name	Description	Required
MangementSystemID	Unique number which identifies the borrower in your administration system	Yes
Surname	Surname of the Borrower	Yes
Forename	Forename of the borrower	Yes
DateOfBirth	Borrower's date of birth	Yes
Gender	Gender of the borrower	Yes
TutorGroup	Tutor group the borrower belongs to	Yes
YearGroup	Year group the borrower belongs to	Yes
LogonName	The logon name you want the borrower to have when accessing Junior Librarian.net	Optional
Password	The password you want the borrower to have (non active directory linked borrowers)	Optional
Barcode	The barcode you want the borrower to have	Optional
Title	The borrowers salutation	Optional
Address1	The first line of the borrowers home address	Optional
Address2	The second line of the borrowers home address	Optional
Address3	The third line of the borrowers home address	Optional
Address4	The fourth line of the borrowers home address	Optional
Address5	The fifth line of the borrowers home address	Optional
Address6	The sixth line of the borrowers home address	Optional
PostCode	The borrowers postcode	Optional
Email	The borrowers email address	Optional
TelephoneNumber_Home	The borrowers home telephone number	Optional
TelephoneNumber_Work	The borrower work telephone number	Optional
TelephoneNumber_Mobile	The borrower mobile telephone number	Optional
LibrarySet	The borrowers library set	Optional
Ethnicity	The borrowers ethnicity	Optional
House	The borrowers house	Optional
DateExpires	The date the borrower is automatically recycled	Optional
DateAdded	The date the borrower was added to the administration system	Optional
Photograph_Filename	The path & name of the borrower photograph	Optional
RFID	The borrower RFID ID	Optional
Guardian1_Title	The guardian1's salutation	Optional
Guardian1_Surname	The guardian1's surname	Optional
Guardian1_Forename	The guardian1's forename	Optional
Guardian1_Address1	The first line of the guardian1's home address	Optional
Guardian1_Address2	The second line of the guardian1's home address	Optional

Guardian1_Address3	The third line of the guardian1's home address	Optional
Guardian1_Address4	The fourth line of the guardian1's home address	Optional
Guardian1_Address5	The fifth line of the guardian1's home address	Optional
Guardian1_Address6	The sixth line of the guardian1's home address	Optional
Guardian1_Postcode	The guardian1's postcode	Optional
Guardian1_Email	The guardian1's email address	Optional
Guardian1_TelephoneNumber_Home	The guardian1's home telephone number	Optional
Guardian1_TelephoneNumber_Work	The guardian1' work telephone number	Optional
Guardian1_TelephoneNumber_Mobile	The guardian1' mobile telephone number	Optional
Guardian2_Title	The guardian2's salutation	Optional
Guardian2_Surname	The guardian2's surname	Optional
Guardian2_Forename	The guardian2's forename	Optional
Guardian2_Address1	The first line of the guardian2's home address	Optional
Guardian2_Address2	The second line of the guardian2's home address	Optional
Guardian2_Address3	The third line of the guardian2's home address	Optional
Guardian2_Address4	The fourth line of the guardian2's home address	Optional
Guardian2_Address5	The fifth line of the guardian2's home address	Optional
Guardian2_Address6	The sixth line of the guardian2's home address	Optional
Guardian2_Postcode	The guardian2's postcode	Optional
Guardian2_Email	The guardian2's email address	Optional
Guardian2_TelephoneNumber_Home	The guardian2's home telephone number	Optional
Guardian2_TelephoneNumber_Work	The guardian2' work telephone number	Optional
Guardian2_TelephoneNumber_Mobile	The guardian2' mobile telephone number	Optional
UPN	The borrowers UPN	Optional

See below for an example of a CSV file...


students.csv - Notepad

File Edit Format View Help

```
"ManagementSystemID","Barcode","DateOfBirth","Gender","Title","Surname","Forename","TutorGroup","YearGroup"
"b0001","","04-Sep-02","Female","Miss","Abbit","Lydia","11W","11",
```

Notes

- If you add the ‘LogonName‘ field to the CSV file, **Junior Librarian.net** will automatically try and link the borrower to Active Directory. If you also add the ‘Password ‘field, this will turn off Active Directory linking.

- If you add the ‘Logon Name‘ field to the CSV file but the borrower’s Logon Name isn’t their Active Directory Logon Name, you can either use the Password field in the CSV file to import passwords from your administration system, or simply add one in the Borrower's record in the Advanced tab.

- If you add the ‘DateAdded‘ field to your CSV file, this will be the date the borrower was added to your administration system and will be shown on the borrower’s record card in **Junior Librarian.net**. If no date is entered, the date shown on the borrower’s record is the date they were added to **Junior Librarian.net**.

- If you add the ‘DateExpires‘ field to your CSV file but don’t enter a date, the borrower will be placed into the Borrower Recycle Bin 100 years after they are added to **Junior Librarian.net**.

- There must be no double quotes within any of the information entered. E.g. Joe "Billy" is not a valid entry for a forename.

- The gender field must begin with M or F, so M, F, Male and Female are all valid entries.

- The ‘Grown UpsSystem ID‘ is a unique number from which you can identify a pupil on your school administration system.

- If you have entered borrowers on your system already, ensure that their names are spelt correctly. The program tries to intelligently match to see if the people you are importing exist on the system already.

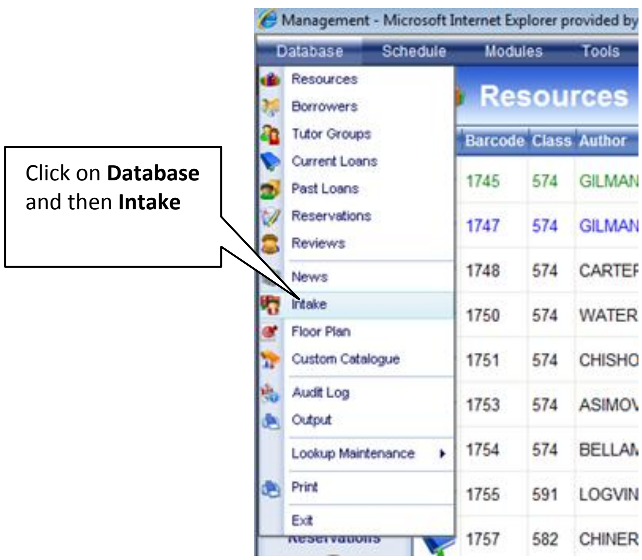
Once you have created the CSV file, copy it to a floppy disk or pen drive/memory stick under the name of students.csv

How do I import my student file into Junior Librarian.net?

Once you've created the CSV file which contains all of your new and existing borrowers, you'll then need to import this into **Junior Librarian.net**.

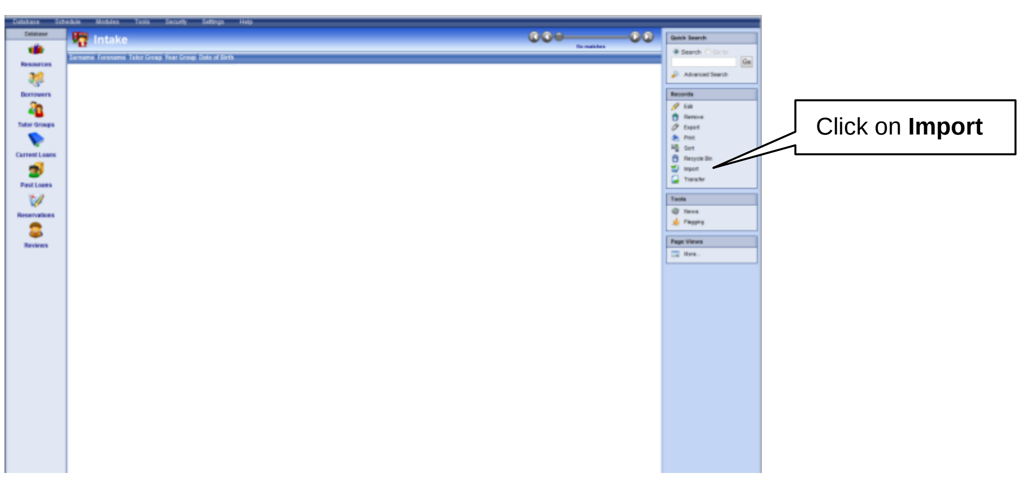
Before you do this, you'll need to manually move your leavers to the Recycle Bin. There are two ways of doing this. You can go into each Tutor Group record, click on **Move To**, tick **Leavers** and then click **Save**. If you have a lot of groups which you need to mark as Leavers, this method is too time consuming. Instead, if you do a search in Tutor Groups for the groups you want to mark as Leavers, for example Year 11's. Once all of your Year 11's are listed, highlight one record and then click **Remove** under the **Records** tab on the right of the screen. An option to remove Selected Records or All Records will appear, click on **All Records**.

Now follow the instructions below to import the file.
From the menu bar at the top of the screen click on **Database** and then **Intake**.



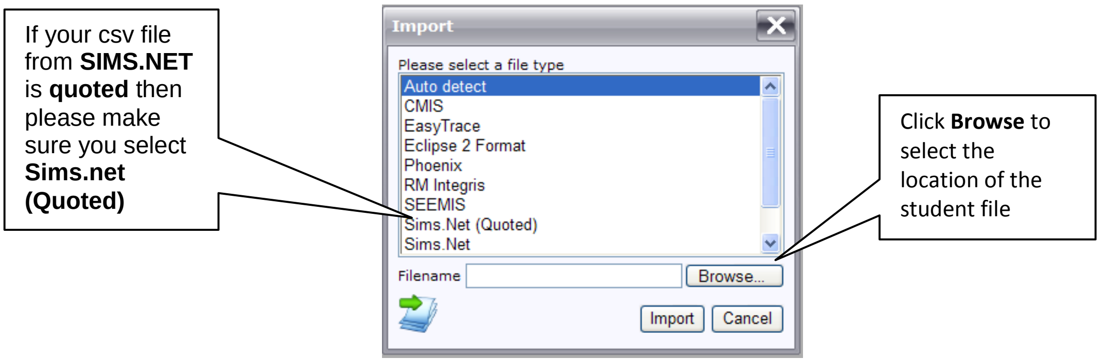
The **Intake** screen will then appear.

Click on  from the **Records** tab on the right of the screen.



Click **Browse** and select the location of the student file. Once the location of the file is showing in the **Filename** box, make sure you have the correct **file type** selected before clicking **Import**.

NB: A very important detail to remember is, if your csv file from SIMS.NET has “quotation marks” on either side of each data entry, **you must select Sims.net (Quoted)** or you may end up with duplicated tutor groups.



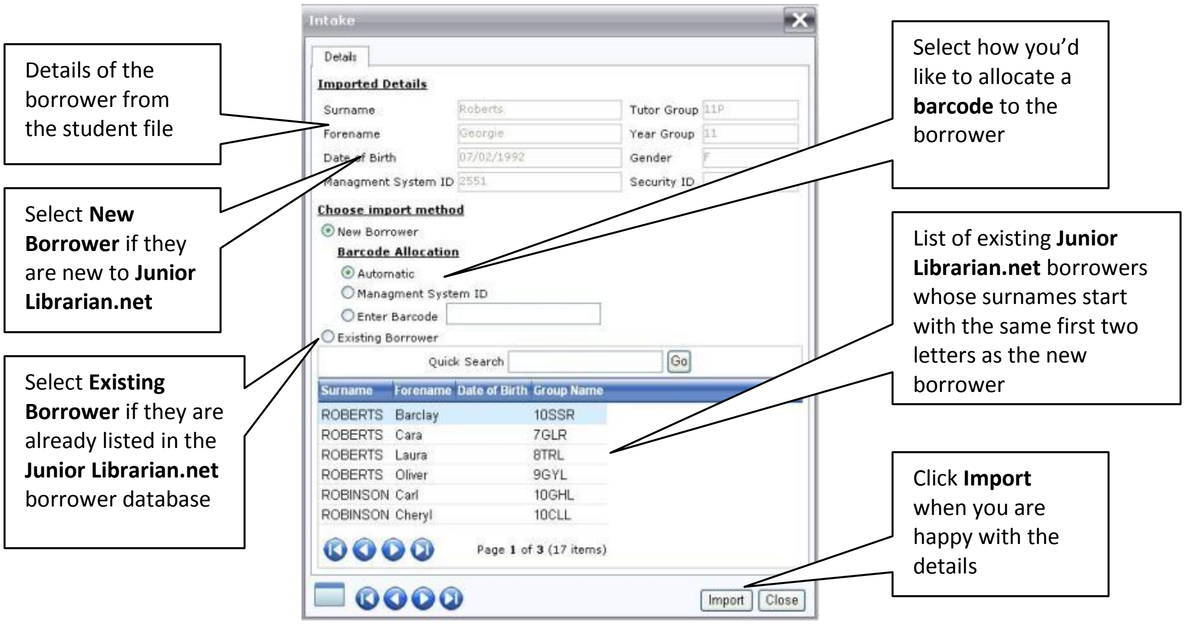
When the import is complete, existing **Junior Librarian.net** borrowers will automatically be updated to their new groups. Any new borrowers will be listed in the **Intake** screen. There are two ways to add your new borrowers to **Junior Librarian.net**. If you are want to add them all at once, click under the **Records** tab on the right of the screen.

If you want to transfer them individually, either double click on the record or highlight it and click **Transfer**. The new record will then show.

The **Imported Details** tab shows the details for the borrower which have been imported from the student file. Under the **Choose import method** tab, select whether the borrower is **New** to **Junior Librarian.net** or if they are an **Existing Borrower**. If they are an existing borrower, there is a list of **Junior Librarian.net** borrowers at the bottom of the screen whose surnames all start with the same first 2 letters of the borrower’s surname that you are importing. This makes it easier for you to match them. If the borrower you are importing isn’t listed, type in their surname or forename in the **Quick Search** box and click **Go**. This brings up a list of borrowers for you to make your selection.

Select how you would like to allocate a barcode to the new borrower, we recommend the **Automatic** option.

When you are happy with the details, click **Import**. Repeat this for each new borrower listed in the Intake screen.



How do I manually move my borrowers to their new groups?

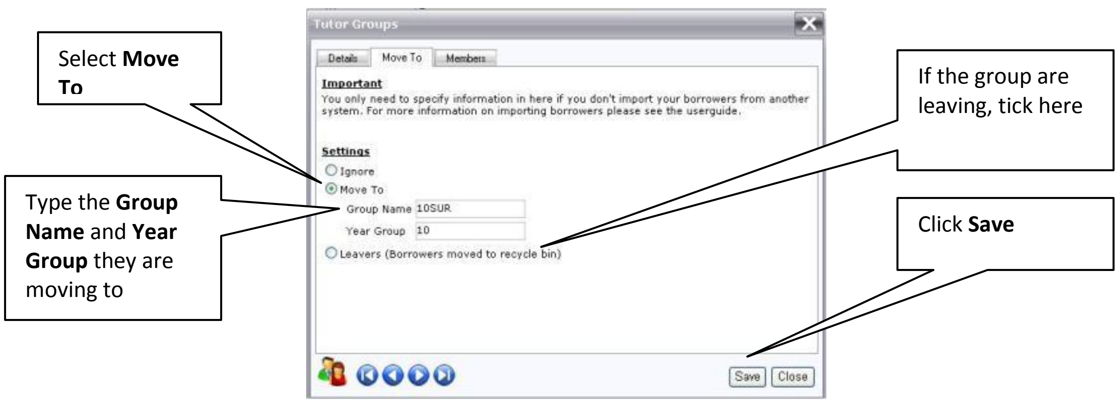
If you are unable to use your school's administration system to move your borrowers to their new groups, it's possible to move them manually.

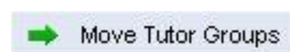
1. From the Tutor Group screen, double click or highlight  and click on the first group that you'd like to move.

2. In the Tutor Group record, click on the **Move To** tab. By default there will be a tick in the **Ignore** box. To select a new group, tick the **Move To** box.

3. Type the Group Name that you want the group to move to. Type the Year Group and then click **Save**. If the group is leaving school, select **Leavers**.

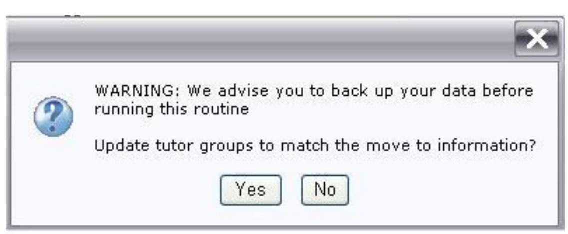
4. Repeat this for each group who are moving.



5. Once you've selected a new group for each group who are moving, click on  under the **Tools** tab on the right of the screen.

Please Note: We strongly recommend that you make a backup of your data before making any changes. Your data is backed up by MLS nightly. If you are making any big system changes we would suggest you make them first thing in the morning, to avoid any loss of changes made to data between the backup and the system change.

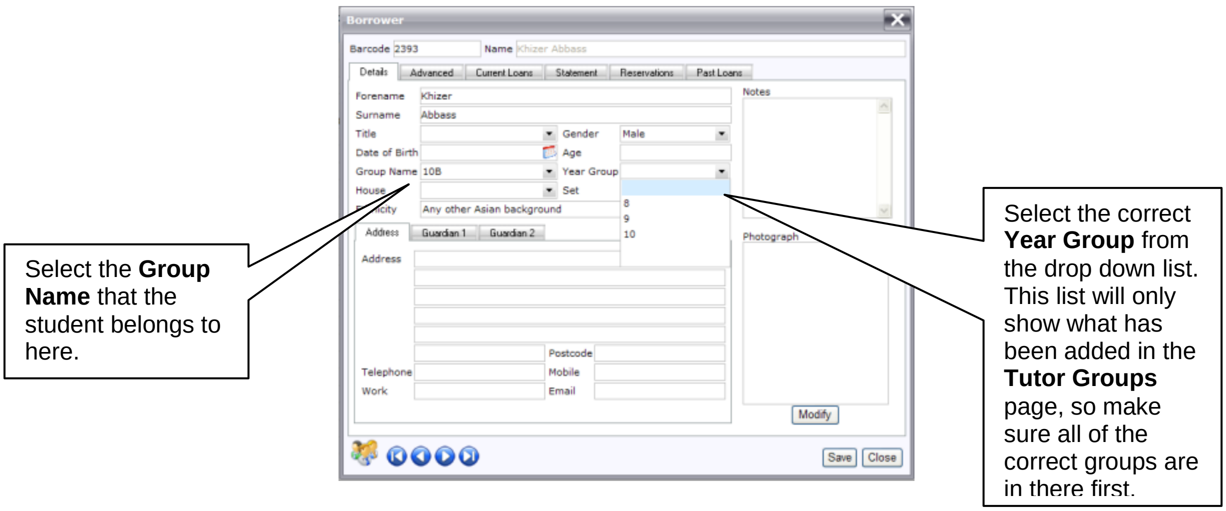
6. When you are ready to move your groups click **Yes**.



NB: Groups who you have marked as Leavers will be moved to the **Borrower Recycle Bin**. You can delete them from here if you wish, however borrowers who have loans outstanding cannot be deleted until the resource has been returned or has been marked as 'missing'.

What if I have mixed year groups?

If you have groups with readers from different year groups, the system can accommodate this. You need to make sure that you create a separate **Tutor Group** for each **Year Group** which belongs to the tutor group. For Example, if **Tutor Group SEG** has years 7,8 and 9 in it, you need to create **three Tutor Groups** called SEG, one with a **Year Group** of 7, another with a **Year Group** of 8, and another with a **Year Group** of 9.



What other information is stored on a borrower's record?

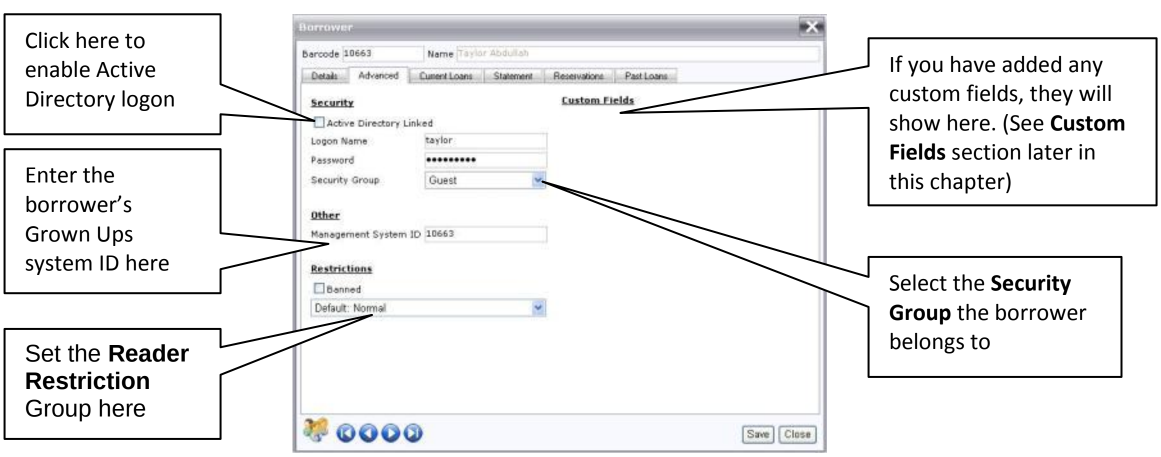
Advanced

The advanced tab holds settings which you generally will only need to change occasionally.

Security is where you would choose the type of login for your users.

Other is where you would store the borrower's Grown Ups System ID.

Restrictions is where you would ban a borrower and also where you would choose the restriction group they belong to (See **Chapter 6: Restrictions** for more information).



Current Loans

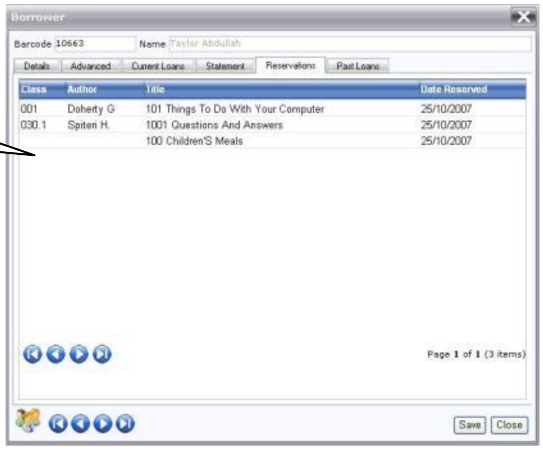
The Current Loans tab shows all of the resources currently on loan to the borrower. You can change the layout of the current loans tab (See **Chapter 12: Customising Junior Librarian.net**, section on **Page Views**).

Lists the resources currently on loan to the borrower

Reservations

The Reservations tab shows a list of resources that the borrower has reserved. You can change the layout of the reservations tab (See **Chapter 12: Customising Junior Librarian.net**, section on **Page Views**).

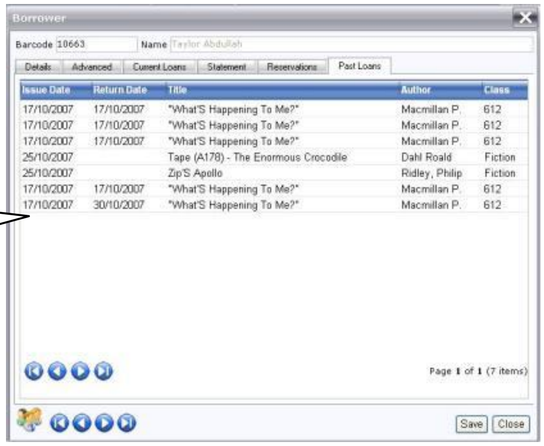
Lists the resources the borrower has reserved



Past Loans

The Past Loans tab shows a list of the resources the borrower has previously taken out on loan. You can change the layout of the past loans tab (See **Chapter 12: Customising Junior Librarian.net**, section on **Page Views**).

Lists the resources the borrower has taken out in the past



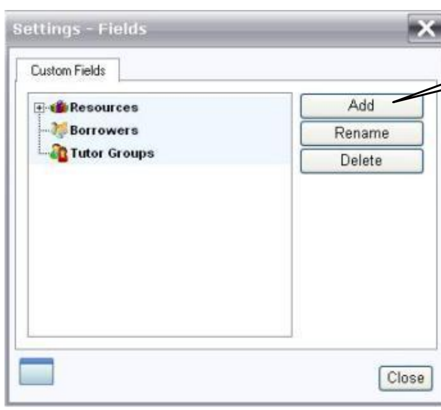
Custom Fields

How do I create my own custom fields?

You may find when adding your resources, borrowers or tutor groups that a particular field isn't available for you to add information to. In this case, you can create your own Custom Fields.

From the menu bar at the top of the screen click on **Settings** and then **Fields**.

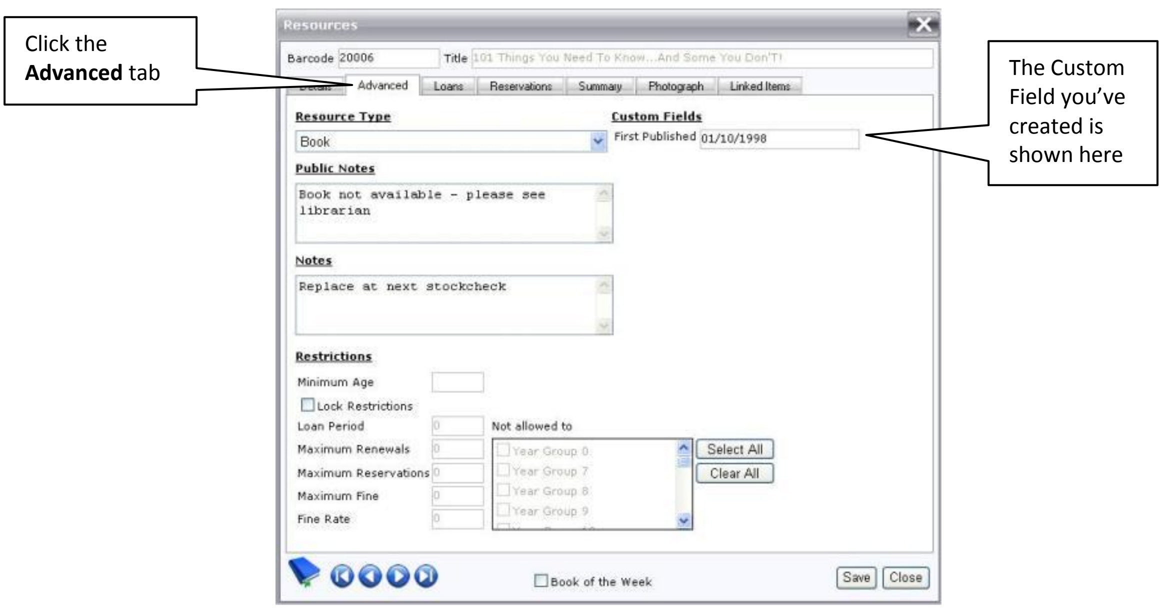
Click **Add** to add a new Custom Field.



Click the drop down arrow at the end of the **Table** field and select the relevant database you'd like to add the custom field to. Type the **Field Name** and then the **Data Type**, for example Text, Number, or Currency etc. Click **Add** when you have finished.

The Custom Field you've created will now be shown underneath the relevant table. You can delete or rename it if you wish.

When you create a new Custom Field, it can be accessed by clicking on the **Advanced** tab which is located on the individual resource or borrower record card.



Chapter 5: Circulate

This chapter will cover all of the features of Circulate.

The section **Identikit** will tell you how to register your borrower's fingerprints so that they can use Identikit to take out resources. It will also detail the warranty information, the minimum requirements which your pc must have to use Identikit, and also how to look after the scanner.

The section **Using Circulate** details how to issue and return your resources, how to renew and reserve them, and also how to check the status of a resource. It will also explain how you can add messages to your borrower's accounts from the circulate screen. When issuing and returning your resources, certain warning messages can appear. What these messages mean will also be covered in this section.

Identikit

Warranty

- MLS guarantee the Identikit device for 12 months.
- This starts from the date you receive it and not the date you start using it.
- This guarantee covers parts and labour for a repair or a complete replacement unit if necessary.
- If your Identikit has a rubberized membrane on the scanning area, the guarantee does NOT cover this. This membrane is an integral part of the thumbprint scanner and should not be tampered with in any way.

Please do not damage the membrane – the rubberised surface you actually touch!

Please inspect it for any cuts, scratches, air bubbles etc.

Unless you contact MLS before using IdentiKit, we will assume the Identikit scanner is in perfect working order.

Keep the membrane away from heat, moisture or sharp objects (e.g. finger nails!)

The membrane cannot be repaired or replaced. If it is damaged a completely new device will be necessary for which a charge will be

- The guarantee does **NOT** cover the cable. Try not to stretch the cable. If it is too short, please buy a USB extension cable from a local supplier - please make sure any extension cable is no more than one meter in length.

- The guarantee does **NOT** cover the USB plug attached to the end of the cable. When you plug it in a USB socket, check you are inserting it in the correct way round and do not force it.

DO NOT PLUG THE CABLE IN UNTIL AFTER YOU HAVE INSTALLED THE SOFTWARE!

MLS reserve the right to charge for repairing or replacing a unit even under warranty, if there is evidence of misuse.

Looking after the Identikit

The Identikit scanner was originally designed for office use assuming only a limited number of scans per day. However it has recently been improved to withstand a heavier load. We have many users who have used the scanner now for several years on a daily basis without a problem.

It is vital that you look after your scanner. If you do not, then you will eventually experience problems. A daily maintenance routine should be established:

- At the end of each day, turn the scanner over so that the scanning area is facing downwards on a desk. This will protect it from dust overnight and encourage any existing particles of dust etc to fall off the surface.

- To remove any surface grit, stretch a length of sticky tape over the scanning surface (sticky side down) and then peel it off slowly. Any grit or dirt should adhere to the tape and be removed from the scanning surface.

- The manufacturers recommend that you clean the scanning surface regularly with a dry cloth. Do NOT use liquids of any kind!

Above all, ensure all users are aware of the danger of damaging the rubberized membrane with their fingernails and the fact that a new scanner will be required if this is damaged.

Identikit minimum system requirements

Identikit will only work reliably if your PC matches the following specification:

- Windows XP, or Windows Vista
- Internet Explorer 7.0
- Minimum 1.5 Ghz Dual Core CPU
- Minimum 1 Gb RAM
- 400 Mb of free disk space
- USB 1 and 2.0 Sockets

How can I check the hardware specification of my PC?

1. Switch on your PC so it shows the normal Windows 'Desktop' display.
2. Click the 'My Computer' icon with the RIGHT mouse button.
3. Click 'Properties' in the resultant menu with the LEFT button.

You should now be able to see details of your hardware. Please check this corresponds to the above requirements. Seek clarification from a technician if necessary.

If your PC does not match this specification, please return Identikit unused in a padded envelope to MLS straight away and we will not invoice you for it.

Once you install the software (see Chapter 1: Getting Started, Identikit) we will assume your hardware has been verified as compatible and a refund will not be possible.

Other hardware issues:
The following points relate to known problems with some PCs. If you do not understand them, please seek the assistance of a technician:

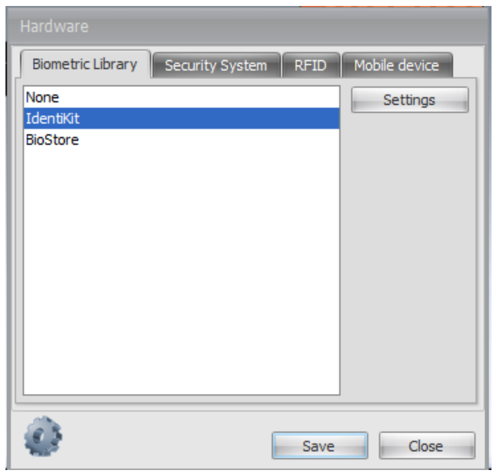
- On some older PCs, the USB sockets may be disabled in the BIOS. Please ensure they are enabled.
- Some machines will randomly cut off the power to the USB sockets. Please ensure 'Power Grown Ups' is disabled in the BIOS.
- Viatech chipset - known problems. Please visit www.usbman.com for help.

How do I install the IDK software?

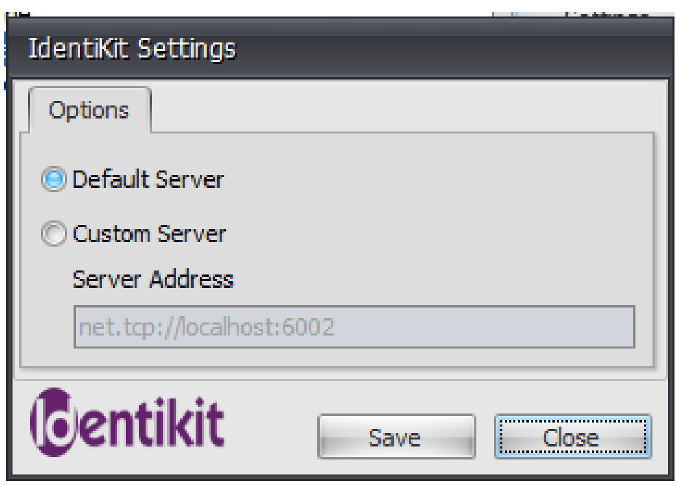
Everything you need for **Identikit** is installed through the **Hardware Plugin**. This is covered on **Page 5** of this user guide in **point 3** beneath the heading **Prerequisites**.

Once the machine has been **restarted** after installing the hardware plugin, click on the **Tools** menu within your **Internet Explorer** window itself. Then select **MLS Hardware Configuration** from the menu.

Make sure that **Identikit** is showing as registered within the **Biometric Library** tab, as shown below.



If you click on **Settings** you have the option to change the location to either the **Default Server** (local machine) or the **Custom Server** (different machine). The default is the **Default Server**, it is recommended that it remains on this selection.

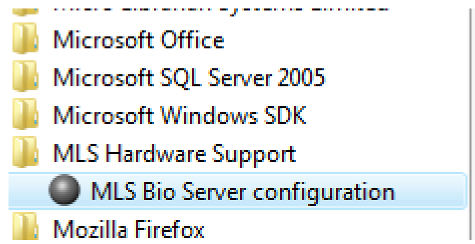


How do I import my Junior3 fingerprints?

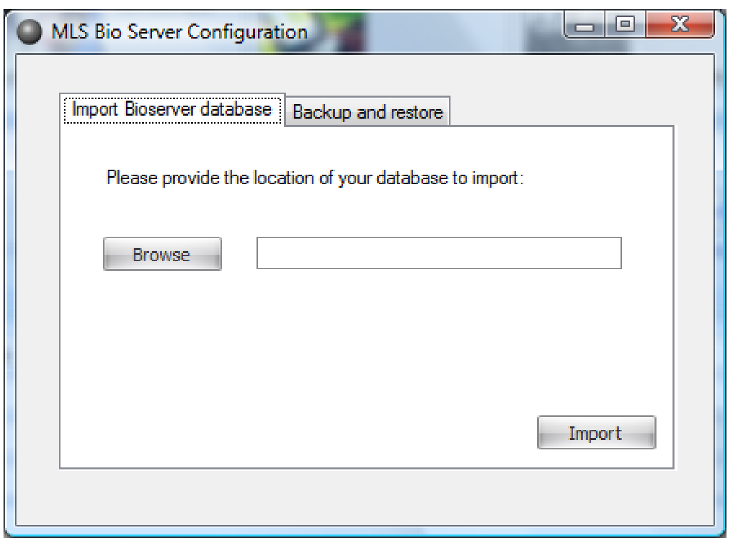
These instructions are only relevant to you if you have had your **Junior3** data converted to **Junior Librarian.net** and have been sent an .SDF (database file) file, along with your converted data files, which will contain the fingerprints from your old system.

Please Note: you will only be sent an .SDF file if you were using the **Platinum** software for Identikit on your old system.

Once you have completed the installation of the **Identikit Software**, please go to **Start / Programs / MLS Hardware Support / MLS Bio Server configuration**



On the screen below, click on **Browse** to browse to the location of the .SDF file you were sent by us via email.



Once you have found the file, **highlight** it and click **Open** to insert it into the location box.

Then click **Import**. All of the fingerprints from your old **Junior3** system will now be imported into the new **Junior Librarian.net** system, saving you hours of time!

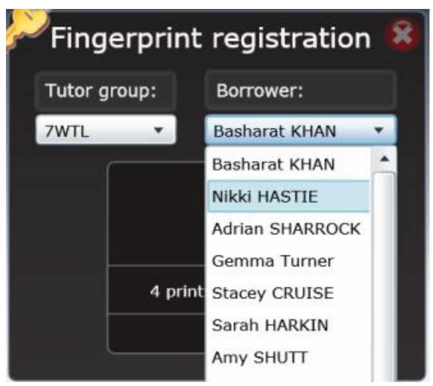
How do I register a fingerprint?

All potential Identikit users will need to have their finger or thumbprint registered before they can be identified when borrowing a resource. They can do this at any time. The registration process normally only needs to be done once, but individuals can be re-registered at any time or deleted altogether if required.

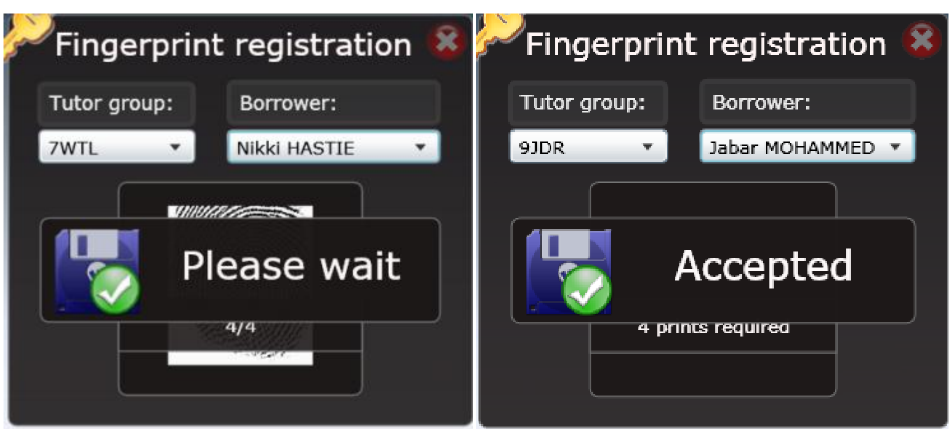
Ensure you have firstly enrolled all your borrowers (See **Chapter 4: Creating My Library**, section on **Adding Borrowers**)

Once all of your **Borrowers** are successfully added to the system, log into **Grownups** and click on **Fingerprinting** on the signpost.

On the **Fingerprint Registration** screen, select the pupil's name from the drop down list.



You will be required to scan the **same** print **four times**



If the system is satisfied with all prints, registration will be **accepted**.

IdentiKit and Data Protection

MLS fully endorse the principle set out in the new Government's Coalition Agreement (2010) that permission from parents should be sought before enrolling students in a biometric system.

Our systems make use of a range of identification methods. When a school chooses biometrics as its preferred method of identification we recommend that they:

- Engage in a full consultation process with students, their parents or guardians, staff and governors before implementing a biometric system
- Offer an alternative identification mechanism such as cards or PIN for those wishing to opt out of using biometrics

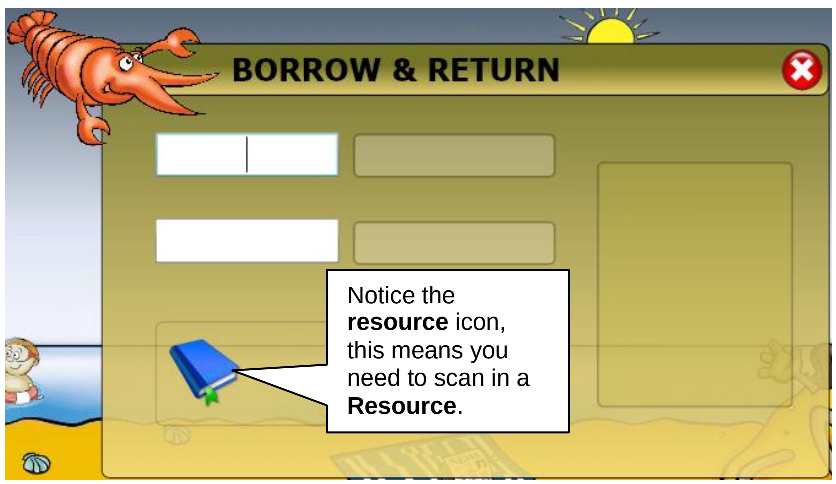
Using Circulate

How do I issue a resource?

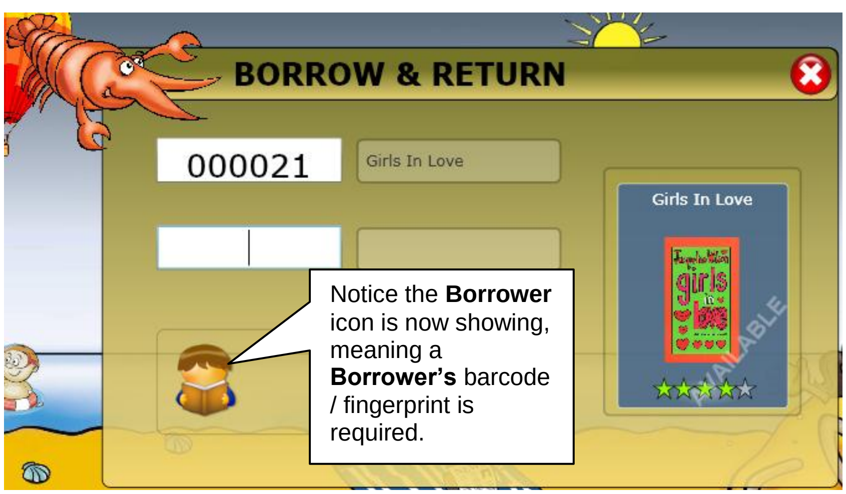
There are two different ways to issue resources to borrowers. The first of which, using **Borrow & Return**, is covered below.

From the **Home** page of **Junior Librarian.net** click on the **Borrow & Return** signpost

You will then see the **Circulate** screen below.



Scan the **Resource** barcode using the barcode reader. The cursor will move to the next empty field, in order for you to scan the **Borrowers PIN / Fingerprint**.



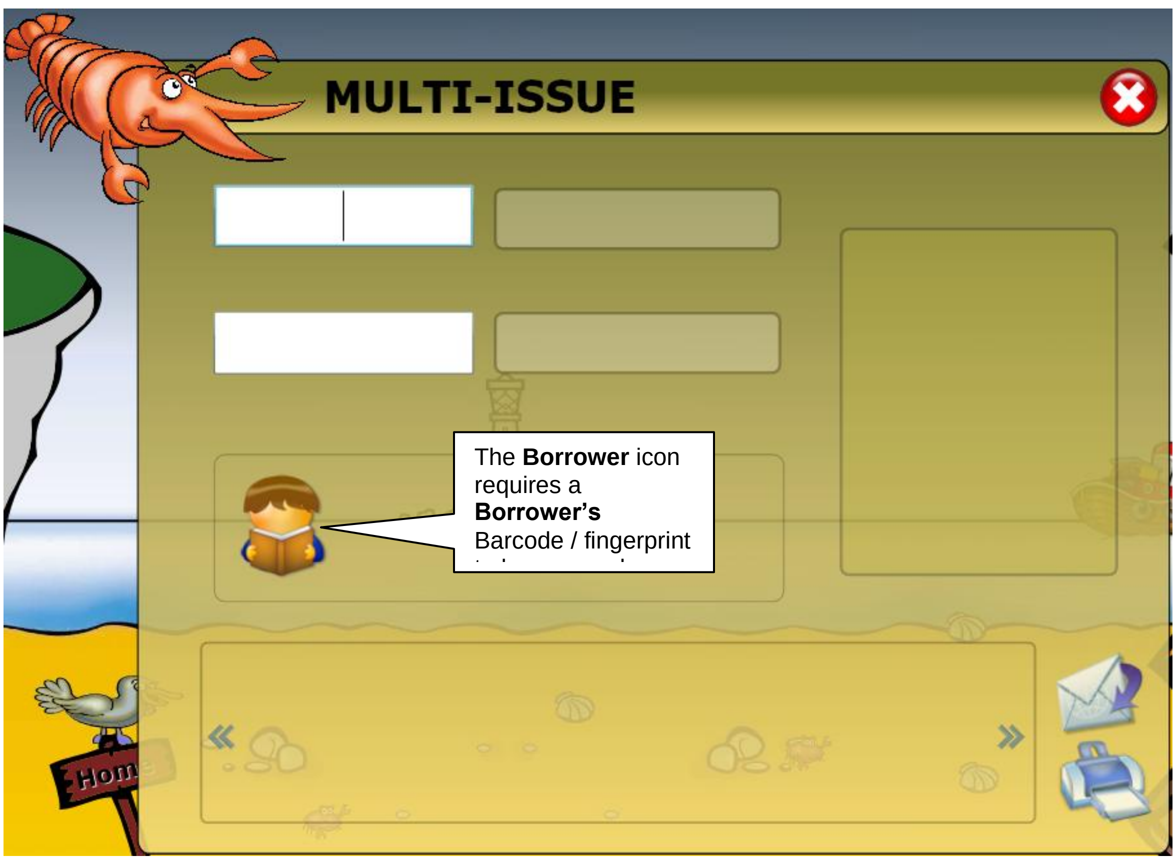
Please Note: As long as you have selected to **Allow Keyboard Input** from within **'Settings / Junior Librarian'** typing in the barcode is an option as well as scanning it.

If you have selected the wrong borrower or the wrong resource, simply click on 

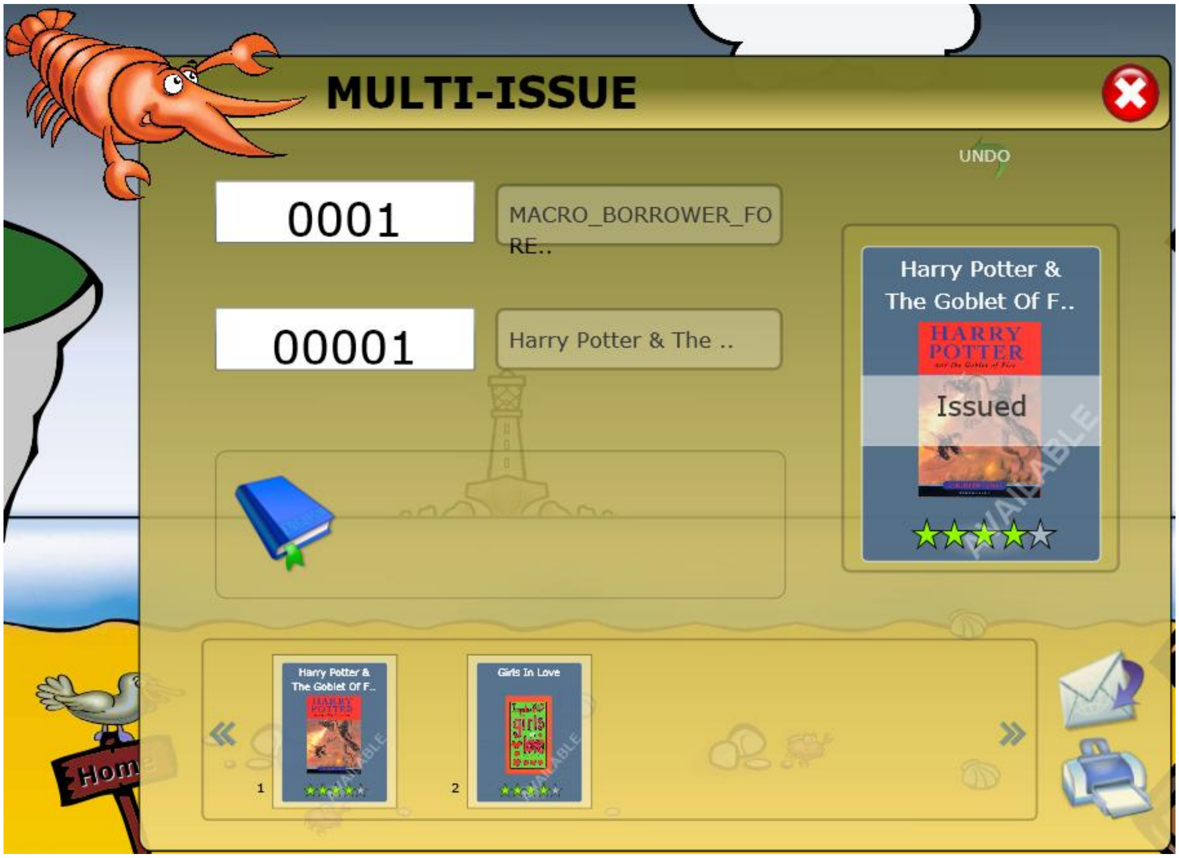
which becomes available once the book has been issued. This will simply undo the last action taken within **Borrow & Return**.

The second option when **issuing** a resource to a borrower is accessible only once logged into **Grown Ups**. This is the **Multi issue** option, which allows you to issue multiple resources to a borrower at once.

The first difference you will notice between **Borrow & Return** and **Multi Issue** is that the first barcode it requests is a **Borrower's** barcode, rather than a Resource barcode.



Once you have scanned the **Borrower's** barcode or fingerprint into the designated box, the cursor will then move to the **Resource** barcode box, and any books the borrower currently has on loan, will be shown along the bottom of the window.



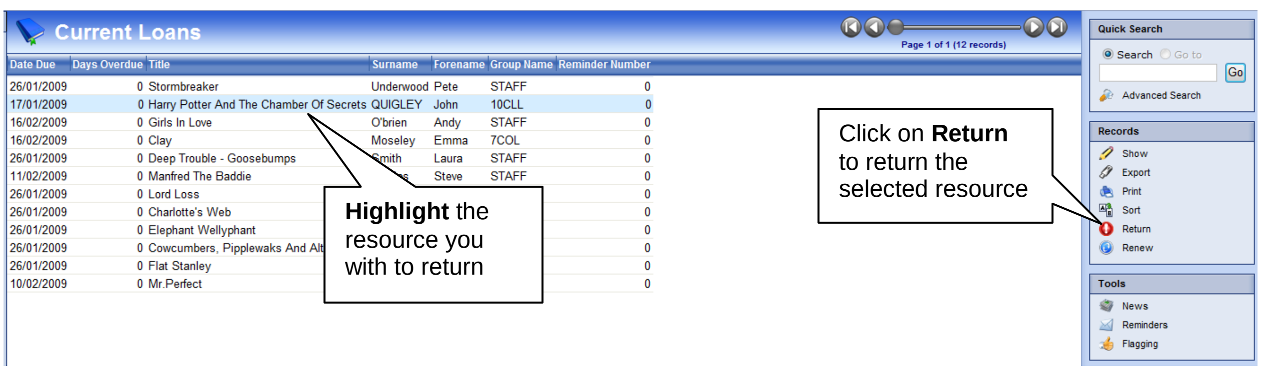
Resource after resource may be scanned here, each one listed along the bottom of the **Multi-Issue** window. Should you accidentally issue the incorrect book, again you are able to use the **Undo** function button, which will undo the last action performed.

Once the **Borrower's** maximum allowance has been reached, a warning will pop up, and no further resources may be issued.

How do I return a resource?

From **Borrow & Return** scan the barcode label inside the book. The system will automatically return the book.

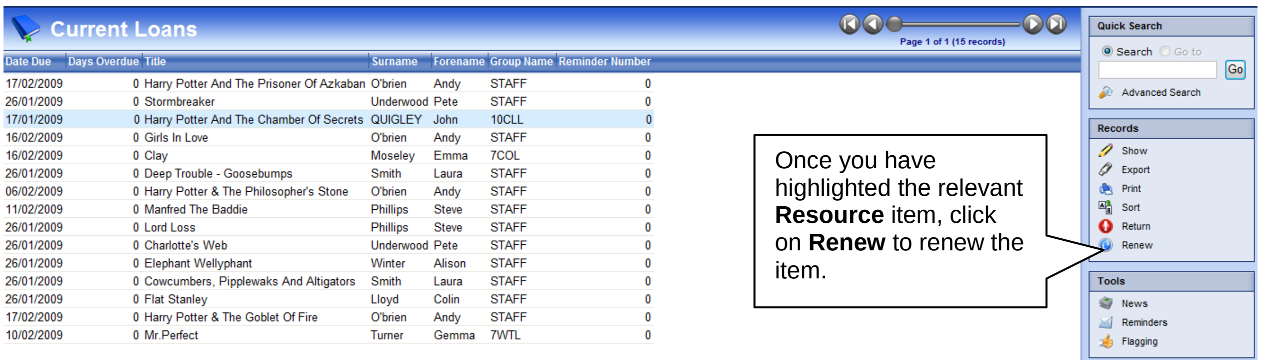
NB: You can also return a resource from the **Current Loans** screen in **Grown Ups** by highlighting it and then clicking on the Return icon under the **Records** tab on the right of the screen.



How do I renew a resource?

There is no **Renew** functionality outside of the **Grown Ups** section of **Junior Librarian.net**.

Resources are renewed from the **Current Loans** screen in Grown Ups by highlighting the resource and then clicking on the **Renew** icon beneath the **Records** tab on the right of the screen.

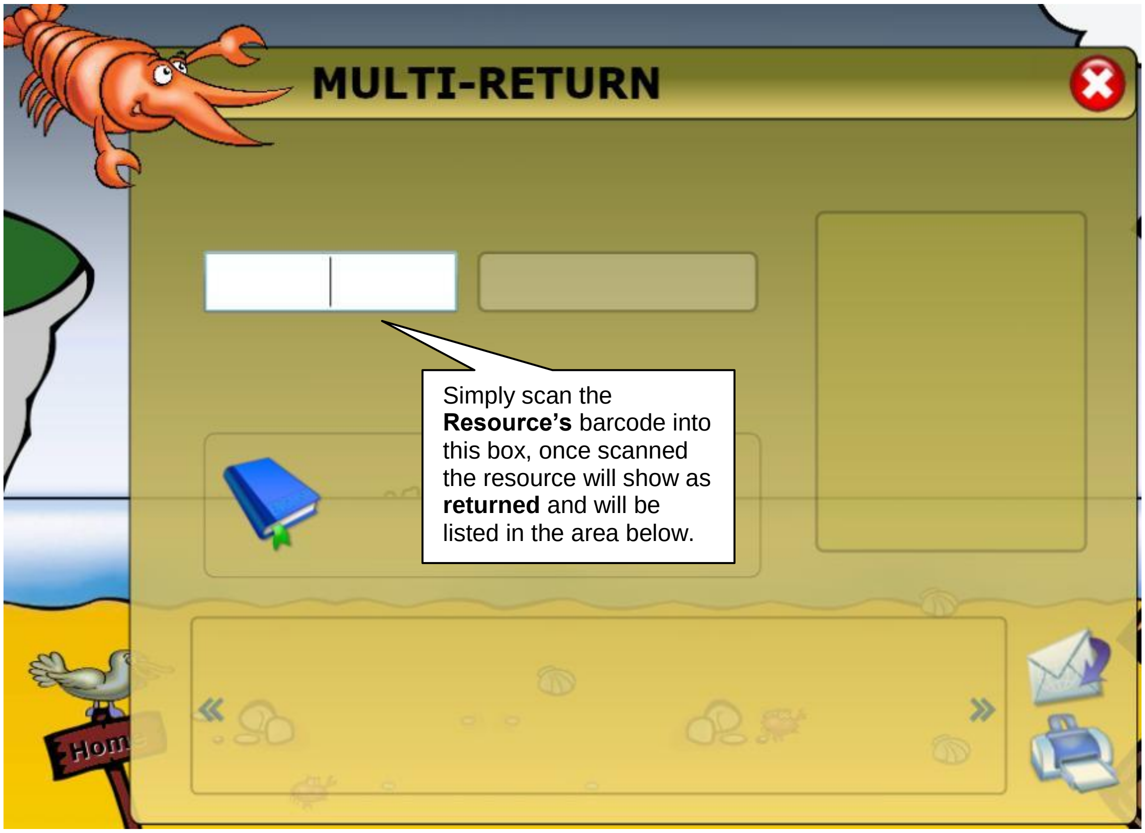


Multi Return

Multi Return provides an option which enables users to return multiple resources in a much more efficient way.

Click on **Multi Return** from the signpost on the **Home** page.

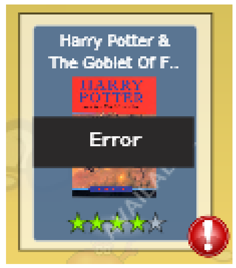
Simply scan the barcodes of the **resources** you want to return.



What happens if the resource I scan isn't on loan?

If you are in Multi Return and are returning a lot of resources, you may have a resource which isn't actually on loan.

If you scan a resource which isn't on loan, a message will appear on screen to let you know.



Simply put the cursor over the **'!'** to see the error message. For this particular error, the message will read **'Could not return because item not currently on loan'**

What happens if the resource I scan isn't in the catalogue?

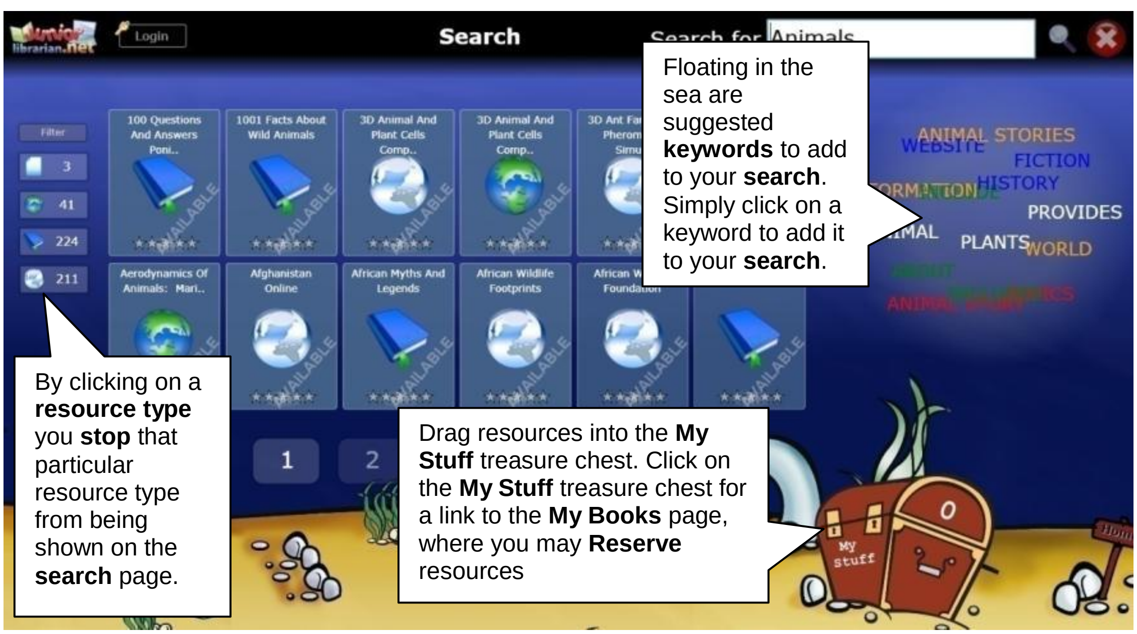
If you scan a resource in Multi Return which hasn't yet been added to the catalogue, a message will appear on screen to let you know.

How does a borrower reserve a resource?

In order to **reserve a resource**, the student needs to follow these instructions. Click on **Search** on the home page.

This will bring up a clear and colourful easy **search** selection, as shown in the screen below. Each picture represents a search criterion; for example the **dog** represents **animals**, and will bring up all resources in the library which relate to animals.

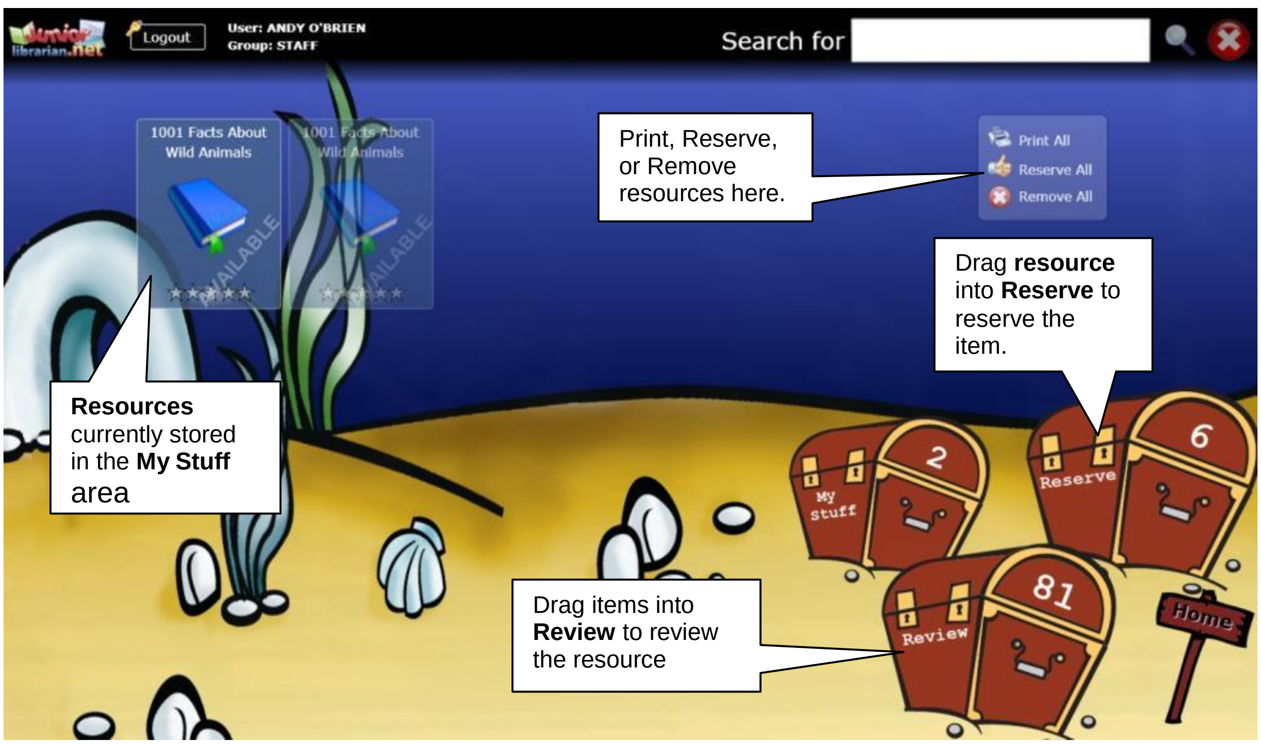
Below is the **Search Results** page for the Animals search. Each area is described in the captions below.



Please Note: If the student is not yet logged in, they will be requested to scan or type their barcode number into the login box, which will pop up upon your first attempt of dragging an item into the **My Stuff** treasure chest.

As soon as the student has successfully logged in, the resource will be placed into the **My Stuff** treasure chest.

Once the student has filled their **My Stuff** treasure chest, with whatever **resources** they wish, click on the **My Stuff** treasure chest for a link to the **My Stuff** page.



The student may add as many resources to your **My Stuff** area, as they like. However, it is important to remember that this area is emptied each time the student logs out. The **My Stuff** page is the only page in which the students may write **Reviews**. They may write reviews for resources they both have and haven't borrowed. **Reviews** are not available for public viewing until they are **approved** by the librarian. This is discussed in greater detail in **Chapter 10: Reviews**.

Warning messages

From time to time, when you try to carry out an action, the system will show warning messages.

Whatever you are being warned about can be overridden, except if a borrower has been banned.

If a borrower tries to take out a **Reference** item, a message will appear giving the option to issue the resource anyway.

Please note: This facility needs to be enabled by clicking on Settings and then Restrictions in Grown Ups.

Chapter 6: Restrictions

This chapter will explain how to apply the settings which will control your borrower's loan allowances.

The **Setting up Restrictions** section explains how restrictions work and how to set up and apply loan restrictions to your borrowers and catalogue items.

The **Calendar** section tells you how to mark days in the calendar when the library is closed and how to force a return date for your resources.

Setting up Restrictions

How do restrictions work?

Restrictions in **Junior Librarian.net** work similarly to Active Directory permission settings. This means that you create different borrower restriction groups, set up the permissions for those groups and then add your borrowers to whichever group you want them to belong to. One of the main benefits of this is that you can create as many restriction groups as you wish, all with different allowances. For example, you may have a restriction group for your staff borrowers and one for your standard borrowers. You can give the staff restriction group more allowances than the borrowers.

As well as being able to set up restriction groups for your borrowers, you can also set restrictions for your resource types e.g. Book, and the different media types within the resource type e.g. Paperback. If you have set various different restrictions for your resources, media types and borrowers, the system will compare the loan period which has been set for all 3 and will take the **Lowest** of them all. This will be covered in greater detail later in this section.

Please Note: There is a default restriction group set up when you first install **Junior Librarian.net**. This is called **Normal** and allows your borrowers to take out and reserve 3 resources for a maximum of 14 days. Any existing borrower and any new borrowers who are added to **Junior Librarian.net** will belong to the default security group initially. You can then change the default restriction group (once you have created it) to your preferred group, which will automatically change the restrictions for anyone who belongs to the default group.

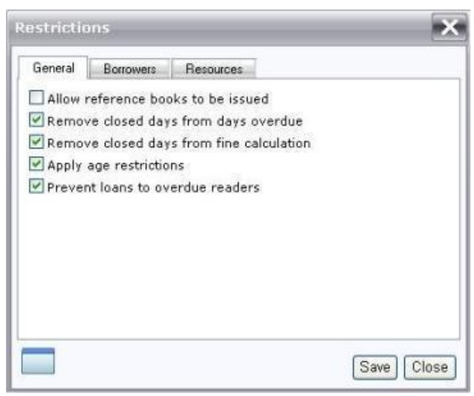
How do I create my own borrower restriction groups?

The first thing you need to do is decide what restrictions you'd like to have. The simplest restriction is to create your borrower restriction groups, and then assign your borrowers to those groups. This means that when a borrower comes to take out or reserve a resource, the system will allow them the specific loan period and allowances which belong to the restriction group that they have been assigned to. By setting your restrictions in this way, you aren't giving your resources any restrictions so the system is relying purely on the borrower group restrictions.

The more complex restrictions will be covered later in this section.

To create a new borrower restriction group, click on the **Settings** tab and then **Restrictions** from the menu bar at the top of the screen.

The **Restrictions** screen will then appear. The first tab selected is **General**, where you can apply the settings of your choice. If you have set age restrictions on any of your resource records, place a tick in **Apply age restrictions** to activate this setting.

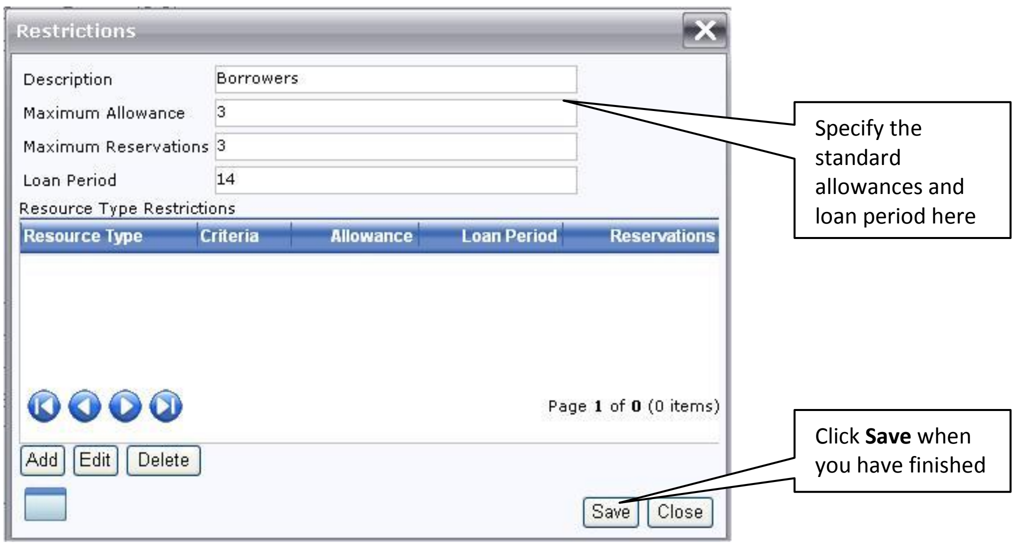


Click on the **Borrowers** tab. As you can see, there is a restriction group already set up called **Normal** which is the **Default** group. To create a new group, click **Add**.

Type a name in for the restriction group you are creating e.g. Borrowers and then click **Add**.

The next screen is where you can specify the allowances you want this restriction group to have. Type these in and then click **Save**.

Adding Resource Type Restrictions will be covered later in this section.



Once you've clicked **Save**, the new restriction group will be listed. Repeat these instructions for each new restriction group you wish to create.

How do I add resource type restrictions to my borrower restriction groups?

It's possible for you to have different restrictions for each resource type in your catalogue, and add these to the borrower restriction groups that you've already created.

For example: You may have already created a borrower restriction group called **Borrowers**. For this group, you have specified:

Maximum Allowance of 3
Maximum Reservations of 3
Loan Period of 14

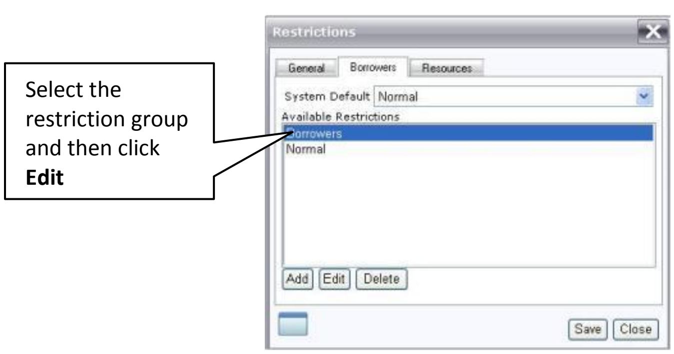
This means that regardless of what type of resource is issued, the above restrictions will apply. You may now want to specify that any **Films** which are a media type of **Video** have the following restrictions:

Maximum Allowance of 1
Maximum Reservations of 1
Loan Period of 7

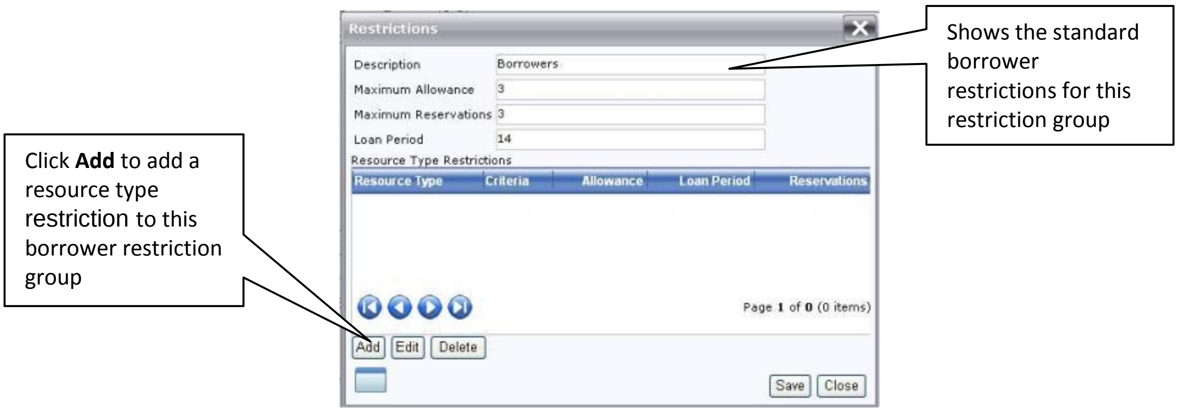
By setting these restrictions, you can control the maximum allowance and reservations allowed on the specific resource types, as well as allocating a separate loan period.

Click on **Settings** and then **Restrictions** from the menu bar at the top of the screen.

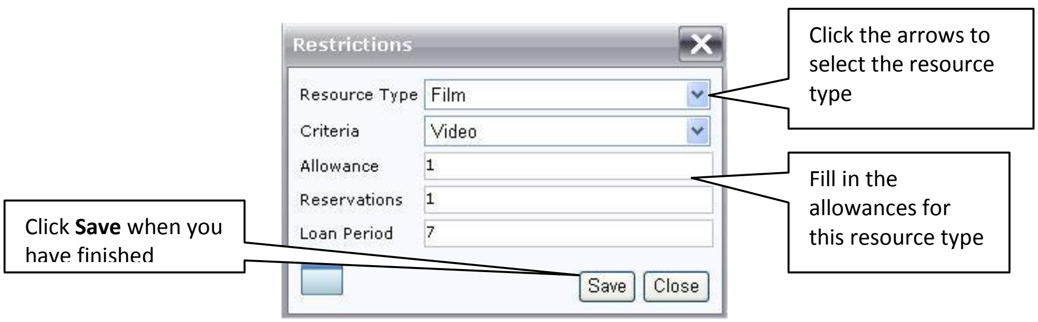
Click on the **Borrower** tab at the top of the screen. Select the borrower restriction group that you want to add a resource type restriction to e.g. Borrowers and then click **Edit**.



Under the **Resource Type Restrictions** table, you'll see that there is nothing listed initially. To add a resource type restriction, click the **Add** option.



Click the drop down arrow in the **Resource Type** box and select **Film**. Click the drop down arrow in the **Criteria** box and select **Video**. Fill in the allowances and then click **Save**.



Once you've clicked **Save**, the new resource type restrictions will be shown on the borrower restriction group.

A borrower who belongs to this restriction group will now have:

Maximum Allowance of 3, of which 1 can be a Film with a media type of Video.
Maximum Reservations of 3, of which 1 can be a Film with a media type of Video
Loan Period of 14, except if they borrow a Film with a media type of Video where this will be 7.

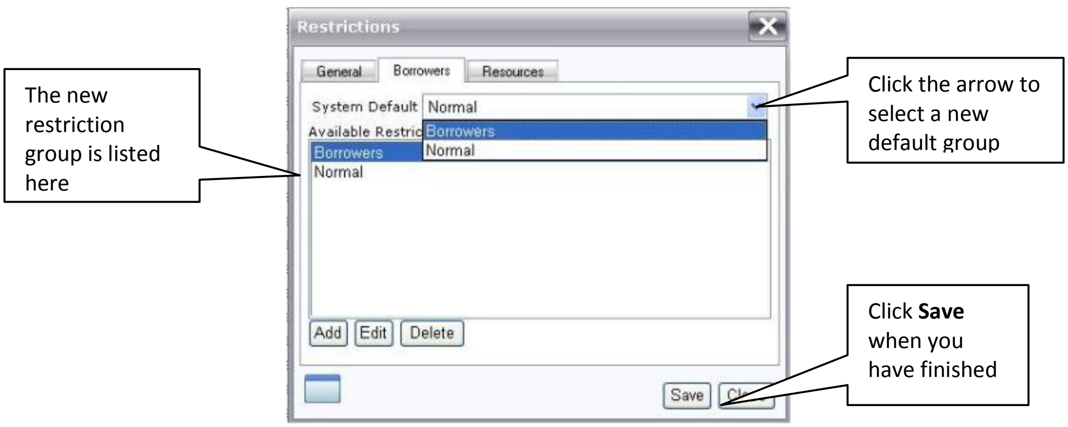
If you delete the resource type restriction, the standard restrictions will apply to all resource types.

Please Note: When setting the Maximum Allowance and Reservations on the Resource Type Restrictions, the numbers cannot add up to more than the standard borrower maximum allowances. For example, if your standard maximum allowance is 3, any resource type maximum allowance restrictions can only add up to 3.

When you have set restrictions in this way, the Loan Period for the resource type will always be chosen against the standard restriction loan period.

How do I change the default borrower restriction group?

If you want to change the default restriction group, click the **System Default** drop down arrow, select the required restriction group from the list and then click **Save**. Any borrowers who belong to the default restriction group will be automatically changed as well as inheriting the allowances which have been given to the new default group.



How do I change a tutor group's borrower restriction group?

When you first start using **Junior Librarian.net**, **<u>all</u>** borrowers and tutor groups will belong to the **default** restriction group.

Once you have specified a default restriction group to which everyone belongs to, it's possible to change the restriction group for your individual Tutor Groups.

First, make sure you have created a restriction group that you want these borrowers to belong to. (See **How do I create my own restriction groups?** earlier in this chapter)

An example for wanting to do this could be that you've set up a restriction group for your borrowers called Borrowers, which is the default, and one for your staff which is called Staff. You have specified a higher resource and loan period allowance when creating the Staff restriction group.

Go into the **Tutor Groups** database by clicking on the 

icon from the menu bar on the left of the screen.

Find and highlight the Staff tutor group from the list, and then either double click on it or 

click to open the record card.

Under the **Restrictions** section, click the drop down arrow and select the restriction group that you want the tutor group to have and then click **Save**.

Once you have done this, **everyone** in the **Staff** tutor group will belong to the restriction group you have selected. If you add a new borrower to this group, they too will automatically belong to the specified restriction group unless you manually change them.

How do I change an individual borrower's restriction group?

Once you have specified a default restriction group to which everyone belongs to, it's possible to change the restriction group for individual borrowers. An example for wanting to do this could be that you want to increase the loan period and allowance for some borrowers who are involved in a special school project.

First, make sure you have created a restriction group that you want these borrowers to belong to (see **How do I create my own restriction groups?** earlier in this chapter).

Go into the Borrowers database by clicking on the 

icon from the left of the screen.

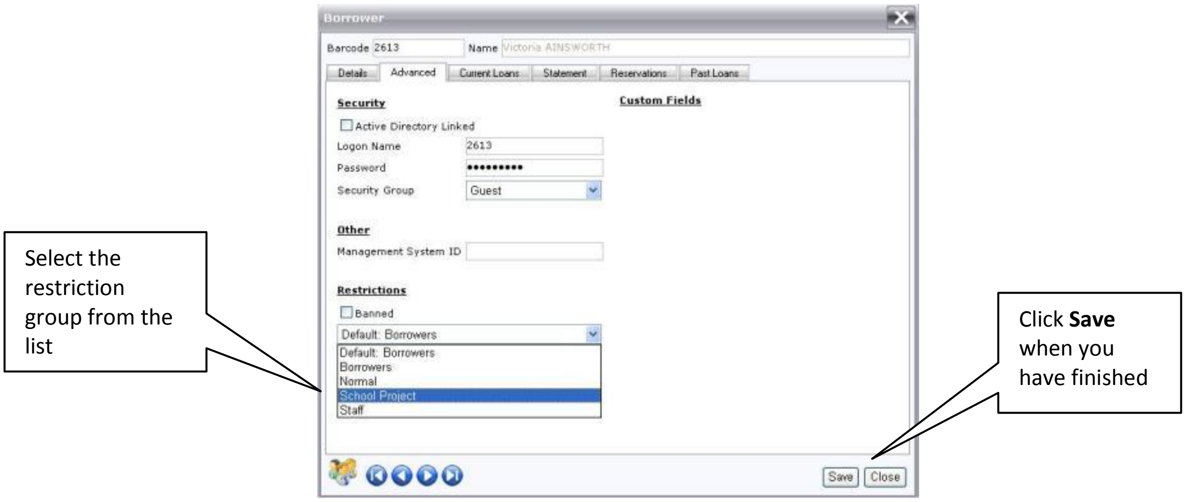
Find and highlight the borrower from the list, or use **Quick Search** to type in their barcode PIN or Surname. Once the borrower is highlighted, either double click your mouse or click 

to open up the borrower record card.

Click on the **Advanced** tab at the top of the screen.

Under the **Restrictions** section, click the drop down arrow and select the restriction group that you want the borrower to have and then click **Save**.

Repeat this for each borrower that you want to change the restriction group for.



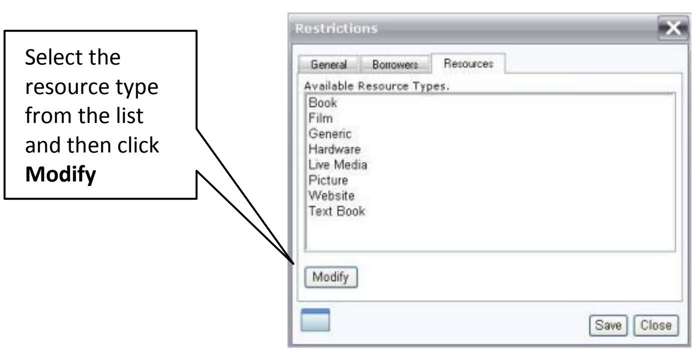
How do I globally set resource restrictions?

It's possible for you to specify restrictions on your resources, as well as having your borrower restriction groups set up. However, MLS recommend that you choose either to use borrower group restrictions or resource restrictions. You can of course use both, but if the system is presented with a situation where there is more than one loan period set up, it will always choose the **lowest** of them all.

For example: You may have set up a borrower restriction group which has a standard loan period of **14**, but you've also set a resource type restriction for the media type of Film (Video) to **7**. If you globally set the Film resource type to **21**, when a borrower who belongs to this restriction group takes out a film, the loan period given will be **7** because that is the lowest of the three. (Please see the **Restriction example tables** later in this section for more information)

From the menu bar at the top of the page click on **Settings** and then **Restrictions**.

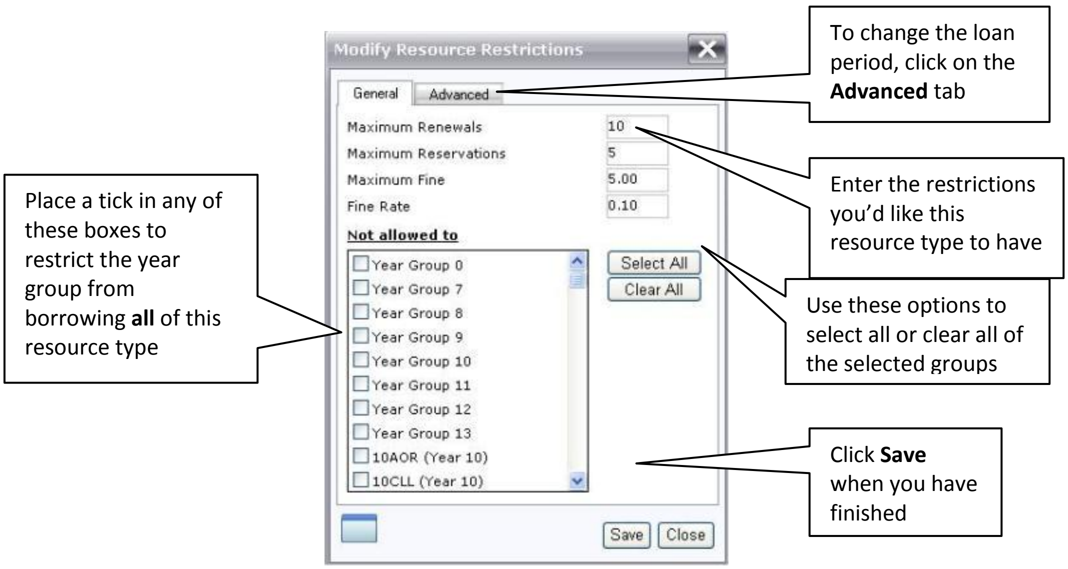
Click on the **Resource** tab at the top of the screen. Select the resource type that you want to set restrictions for, and then click **Modify**.



Enter the restriction settings that you want this resource type to have. On this screen you can also choose to restrict any whole year groups or individual groups from borrowing this resource type. By placing a tick in any of the **Not allowed to** options, you are setting the restriction on **all** of your resource records for the resource type you have selected. If you enter a **Minimum age**,

for example 10, it means that any borrower who is 10 or under won't be able to borrow any resources. You can enter a different loan period by clicking on the **Advanced** tab. To place restrictions on individual resources, please see the section below on **How do I set restrictions for individual resources**.

Once you have finished entering the restrictions click **Save**.



How do I set restrictions for individual resources?

You may want to place a restriction on an individual resource in your catalogue, perhaps because it is a book which is in higher demand than the rest, so you want the loan period to be less.

Click on the 

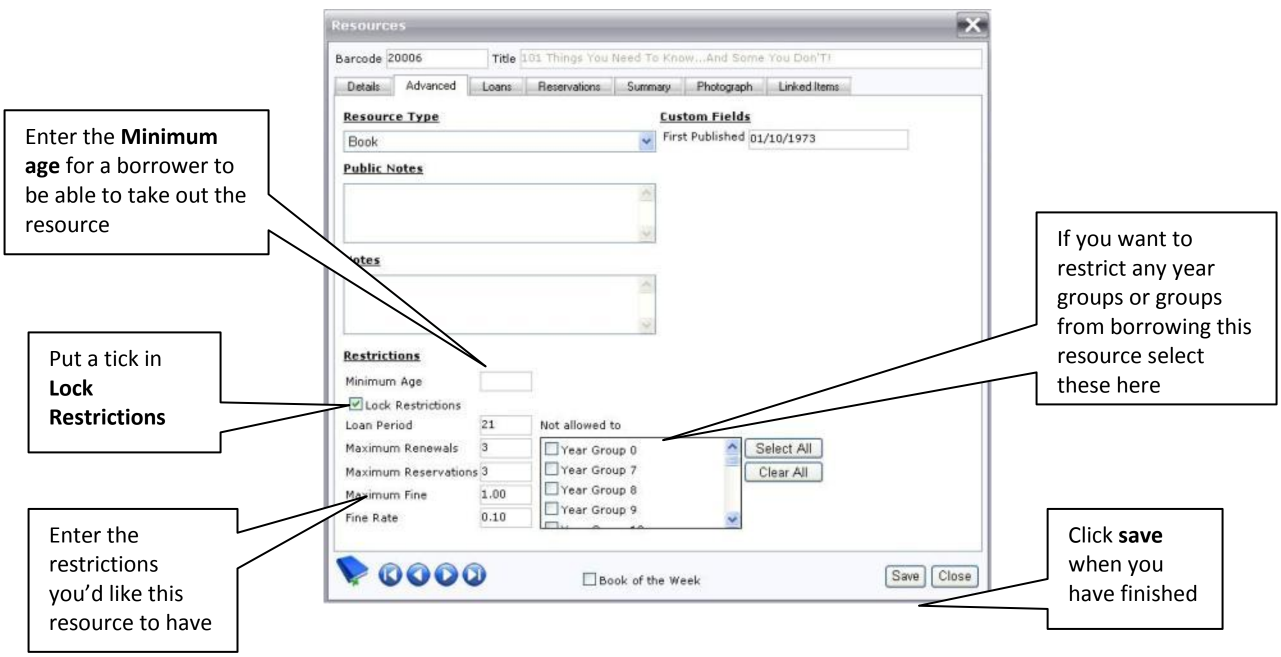
icon on the left of the screen.

Find and highlight the resource you want to set the restrictions for from the list, and then either double click on it or click 

to open the record card.

Click on the **advanced tab** at the top of the screen. Place a tick in the **Lock Restrictions** box and then enter the restrictions you'd like the resource to have. Click **save** when you have finished.

If you change your mind and would like the system to ignore the resource restrictions, simply take the tick out of **Lock Restrictions** and any restrictions will become greyed out.



Please Note: Any global restrictions you've set will be ignored when the resource is issued **if** you set **and** lock an individual restriction.

Restrictions example tables

The tables below give examples of different restriction scenarios to help you understand how the restrictions in **Junior Librarian.net** work. The key tells you what each restriction setting is.

Key

BRG – Borrower Restriction Group
RTR – Resource Type Restriction
GRR – Global Resource Restriction
IRR – Individual Resource Record

N/A – This restriction setting hasn't been chosen or isn't applicable.

Example 1

You have created a Borrower Restriction Group called Borrowers. A borrower who has been assigned to this restriction group wants to take out any resource from the catalogue.

The loan period given is 14 days which has been taken from the **Borrower Restriction Group** setting.

Restrictions	BRG	RTR	GRR	IRR	Loan Period Given	Restriction Setting Used
Maximum Allowance	3	N/A	N/A	N/A	14	BRG
Maximum Reservations	3	N/A	N/A	N/A		
Loan Period	14	N/A	N/A	N/A		

Example 2

You have created a Borrower Restriction Group and have added a Resource Type Restriction for your Books which have a media type of Paperback. A borrower who has been assigned to this restriction group wants to take out a Paperback Book.

The loan period given is 21 days which has been taken from the Resource Type Restriction Setting. This is because any restrictions that you specify in the Resource Type Restriction field will be chosen against the restrictions you've set for the Borrower Restriction Group (but only when issuing the resource type that you've added a separate restriction for e.g. Paperback Books).

Restrictions	BRG	RTR	GRR	IRR	Loan Period Given	Restriction Setting Used
Maximum Allowance	3	3	N/A	N/A	21	RTR
Maximum Reservations	3	3	N/A	N/A		
Loan Period	14	21	N/A	N/A		

Example 3

You have created a **Borrower Restriction Group** and have added a **Resource Type Restriction** for your Books which have a media type of Paperback. A borrower who has been assigned to this restriction group wants to take out a Hardback Book

The loan period given is **14** days which has been taken from the **Borrower Restriction Group Setting**. This is because although you have set up a Resource Type Restriction for your Paperback Books, the borrower is taking out a Hardback Book instead so the Resource Type Restriction is ignored.

Restrictions	BRG	RTR	GRR	IRR	Loan Period Given	Restriction Setting Used
Maximum Allowance	3	3	N/A	N/A	14	BRG
Maximum Reservations	3	3	N/A	N/A		
Loan Period	14	21	N/A	N/A		

Example 4

You have created a **Borrower Restriction Group**, a **Resource Type Restriction** for your Films with a media type of Video and you have set a **Global Resource Restriction** for your Films. A borrower who has been assigned to the Borrowers restriction group wants to take out a Film which is a Video.

The loan period given is **14** days which has been taken from the **Borrower Restriction Group** setting. This is because it is the **lowest** of the three loan periods you have set.

Restrictions	BRG	RTR	GRR	IRR	Loan Period Given	Restriction Setting Used
Maximum Allowance	3	3	3	N/A	14	BRG
Maximum Reservations	3	3	3	N/A		
Loan Period	14	21	28	N/A		

Example 5

You have created a **Borrower Restriction Group**, a **Resource Type Restriction** for your Films with a media type of Video and you have set a **Global Resource Restriction** for your Films. A borrower who has been assigned to the Borrowers restriction group wants to take out a Film which is a Video.

The loan period given is **7** days which has been taken from the **Resource Type Restriction** setting. This is because it is the **lowest** of the 3 loan periods you have set.

Restrictions	BRG	RTR	GRR	IRR	Loan Period Given	Restriction Setting Used
Maximum Allowance	3	3	3	N/A	7	RTR
Maximum Reservations	3	3	3	N/A		
Loan Period	14	7	21	N/A		

Example 6

You have created a **Borrower Restriction Group**, a **Resource Type Restriction** for your Films with a media type of Video and you have set a **Global Resource Restriction** for your Hardware. A borrower who has been assigned to the Borrowers restriction group wants to take out a piece of Hardware.

The loan period given is **14** days which has been taken from the **Borrower Restriction Group** setting. This is because although you have set up a Resource Type Restriction for your Films with a media type of Video, the borrower is taking out Hardware instead. In this case, the Resource Type Restriction is ignored, even though it is the lowest of the three.

Restrictions	BRG	RTR	GRR	IRR	Loan Period Given	Restriction Setting Used
Maximum Allowance	3	3	3	N/A	14	BRG
Maximum Reservations	3	3	3	N/A		
Loan Period	14	7	21	N/A		

Example 7

You have created a **Borrower Restriction Group**, a **Resource Type Restriction** for your Books with a media type of Paperback, a **Global Resource Restriction** for your Books and you've selected a Harry Potter Paperback Book out of the catalogue and changed its individual restrictions. A borrower who has been assigned to the Borrowers restriction group wants to take out the Harry Potter Book.

The loan period given is **6** days which has been taken from the **Individual Resource Restriction** setting. This is because whenever a Resource Type Restriction has been set for the resource type you are issuing, the Borrower Restriction Group loan period is ignored. As you've also set an Individual Resource Restriction for the book you are issuing, the Global Resource Restriction is also ignored. Therefore, the loan period is whichever is lowest between the **Resource Type Restriction** and the **Individual Resource Restriction**

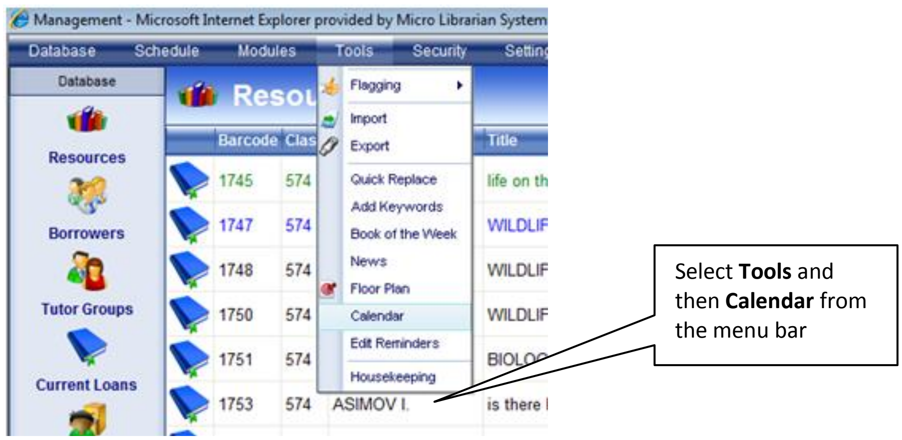
Restrictions	BRG	RTR	GRR	IRR	Loan Period Given	Restriction Setting Used
Maximum Allowance	3	3	N/A	N/A	6	IRR
Maximum Reservations	3	3	3	3		
Loan Period	21	7	2	6		

Calendar

How do I mark weekends and closed days?

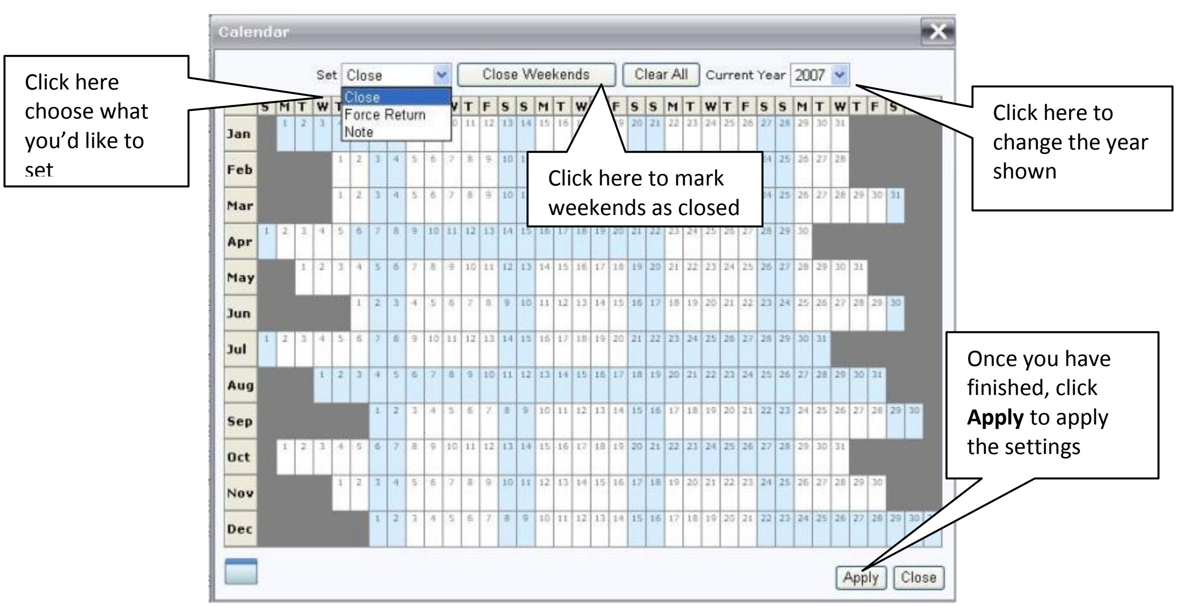
There will be times when the library is closed, due to school holidays and weekends. Within **Junior Librarian.net** there is a calendar which enables you to mark these days so that your loan periods are adjusted accordingly. For example, if you marked all of your weekends as closed and a resource was due back on a Saturday, perhaps because of a bank holiday, the system would adjust and increase the loan period so that the resource was due back the following Monday.

To access the calendar click **Tools** on the menu bar at the top of the screen and then select **Calendar**.



To mark weekends as closed, click on the **Close Weekends** tab and then click **Apply**.

If you want to mark days when the school is closed perhaps for an inset day or for your school holidays, select the arrow at the end of the **Set** tab and select **Close**. You'll then need to click on each day on the calendar that you want to mark as closed. As you click on the day, the field will change from white to pale blue. To de-select a day, simply click your mouse over the day again and it will return to white. Click **Apply** to save these settings.



How do I force a return date for resources?

If you would like all of your resources to be returned by a set date, for example before the summer holidays begin, you can set a return date in the calendar.

Select the arrow at the end of the **Set** tab and select **Force Return**. Find the date you'd like to set as your return date and then click it with your mouse. The date will then show in **Red**. Click **Apply** to save the settings.

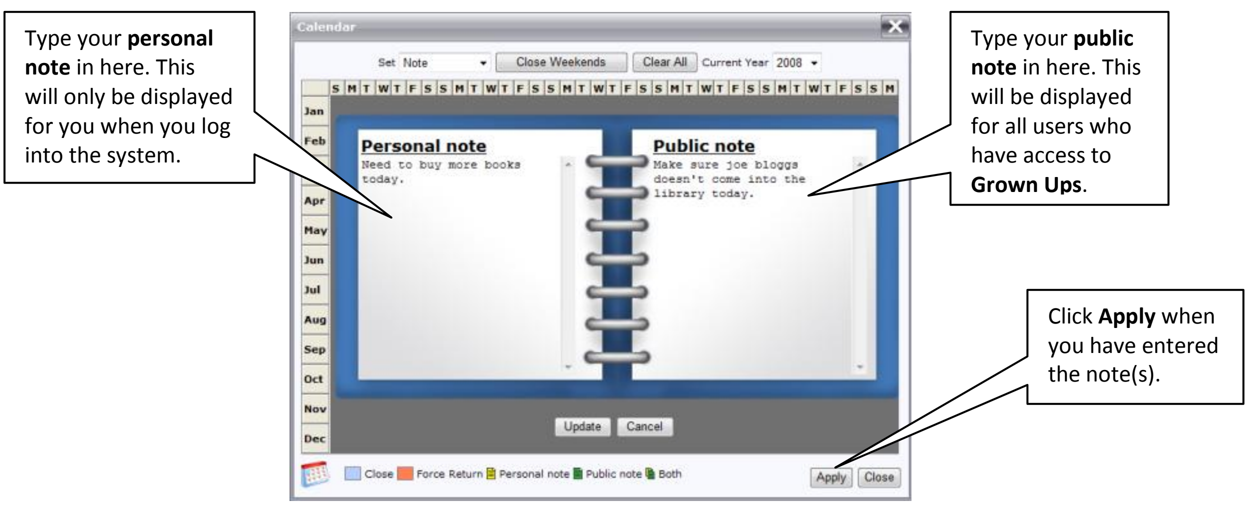
All normal issues will not go beyond the date specified until that date is passed, unless you use a **Manual Loan**.

How do I add notes?

If you would like to add a day note, select the arrow at the end of the **Set** tab and select **Note**. Click on the day you'd like to make the note. The window will then change and display a personal and public note pad. Type your message into the various areas depending on the type of note you wish to leave...

Personal Note – These notes are displayed only for the person who created the note.
Public Note – These notes are displayed for all users who have access to Grown Ups.

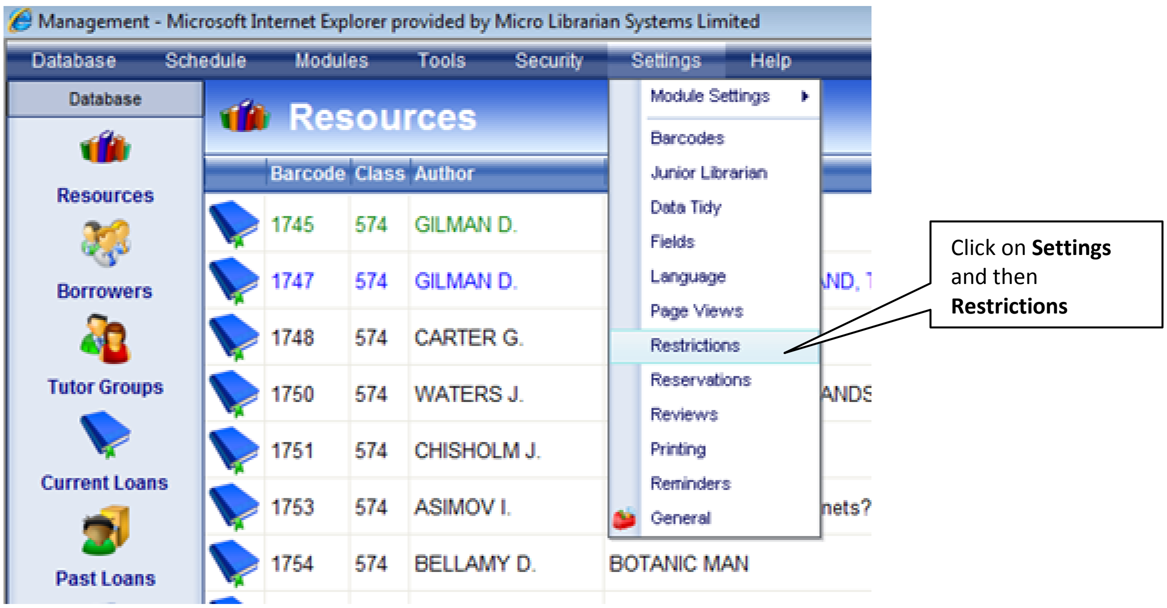
Click **Update** to add the note, this will take you back to the main calendar screen. Click **apply** when you have finished editing the calendar.

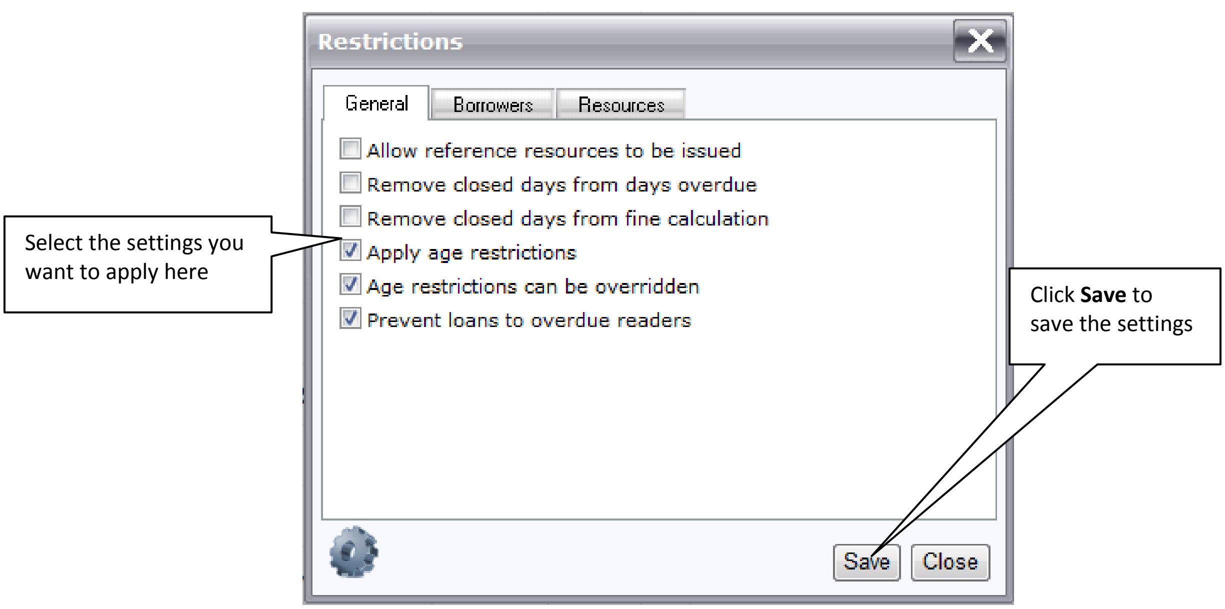


These notes will be displayed on the homepage when you log into the system. (See **Chapter 2: A General Overview of Junior Librarian.net** for more information)

How do I exclude closed days from fines and overdue's?

If you don't want the days when the library is closed to be included in your overdue's and fines, you can set this by clicking on **Settings** and then **Restrictions** from the menu bar.





Chapter 7: Loans

This chapter explains how to manage and view your loans.

The **Current Loans** section tells you how to view your current loans and how to return and renew them from the current loans screen.

The **Editing Loan Reminders** section tells you how to change the text and layout within each of your reminder types.

The **Sending Loan Reminders** section explains how reminders work, how to send out loan reminders to your borrowers using various methods and how to schedule a time for your reminders to be sent out automatically.

The **Past Loans** section tells you how to view both your current and past loans and how to delete any past loans data you no longer need.

Current Loans

How do I view all current loans?

To view the full list of current loans, click on the 

icon from the tool bar on the left of the screen.

How do I return resources from current loans?

As well as using **Circulate**, you can also return a resource from the Current Loans screen.

Find and click on the loan you'd like to return, and then click 

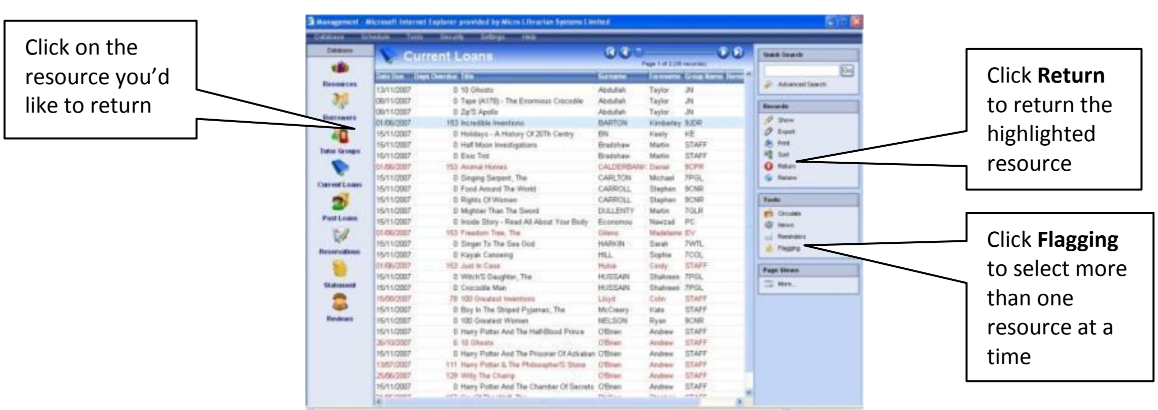
under the **Records** tab on the right of the screen.

To return multiple resources, click 

under the **Records** tab and click on each resource.

Once you've highlighted all of the resources you want to return, 

click



How do I renew resources from current loans?

You can renew your resources from the current loans screen as well as using Circulate.

Find and click on the resource you'd like to renew and then click Renew under the **Records** tab on the right of the screen.

To renew multiple resources, click Flagging under the **Records** tab and then click on each resource.

Click on the resource you'd like to renew

Click **Renew** to renew the highlighted resource

Click **Flagging** to select more than one resource at a time

What does each resource colour code mean?

When you are in Circulate, each resource will be colour coded depending on its status. These are:

Black	Resource is not on loan and is available to issue
Green	Resource has been reserved
Blue	Resource is on loan
Red	Resource is on loan and is overdue

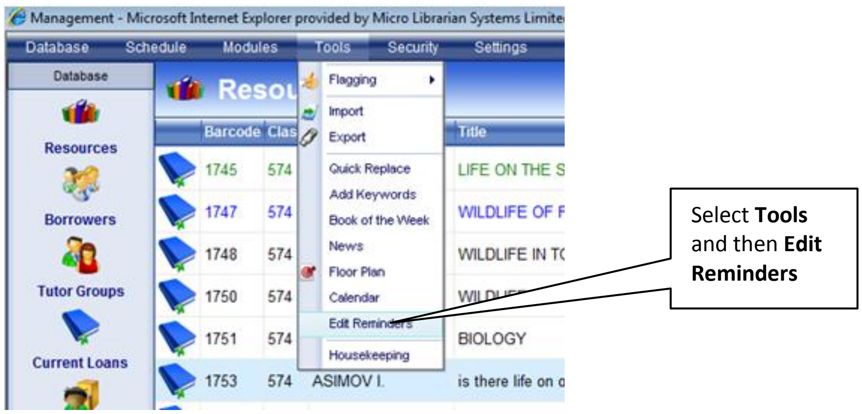
Editing Loan Reminders

How do I edit the text in my reminders?

Before sending out your loan reminders, you'll need to make sure that the text inside each reminder is displayed in the way you want, the order in which each reminder is sent is correct and that the format of the reminder is how you want it to look.

When you install **Junior Librarian.net**, there will already be some default reminders set up for you. You can edit or delete these as you wish.

From the menu bar at the top of the page select **Tools**, and then **Edit Reminders**.

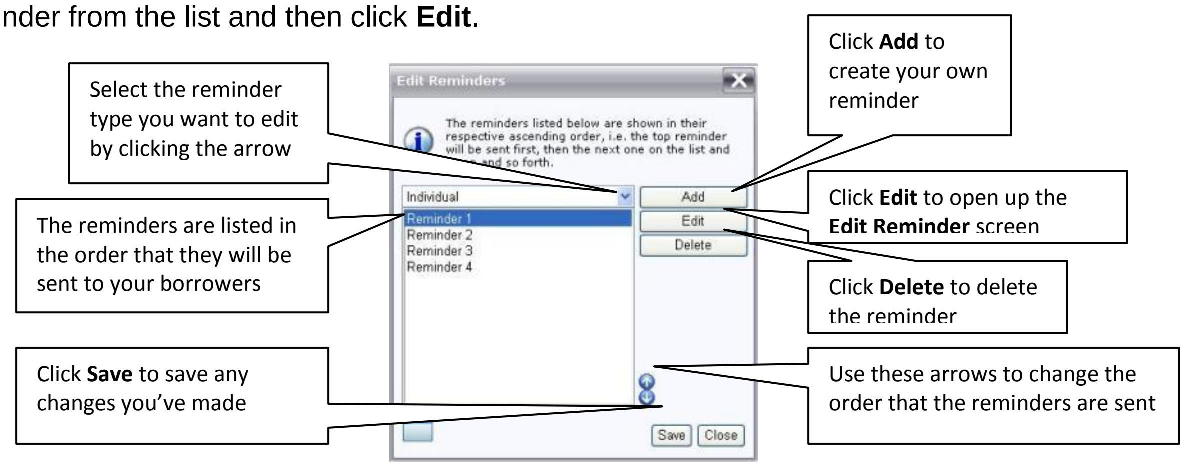


The **Edit Reminders** screen will then appear. The drop down arrow next to the **Add** tab enables you to select a different type of reminder e.g. **Individual**, **Group** or **Memo**.

The reminders for each type are listed in the order they will be sent.

For example: In individual reminders you may have your Reminder 1 as the 'gentlest' reminder and reminder 4 as being the most severe.   This means that once a borrower has received Reminder 1, the next time the reminders are scheduled to be sent that borrower will receive Reminder 2 and so on.

Choose the type of reminder you want to edit by clicking the drop down arrow. Select the reminder from the list and then click **Edit**.



The **Edit Reminder** screen will then appear where you'll see three tabs:

Reminder is where you can change the text which appears in the reminder and add images, such as the school logo, to the reminder.
Grid is where you can change the fields which appear on the reminder and their position.
Options is where you can specify the format that the reminder is sent in and who it is sent to.

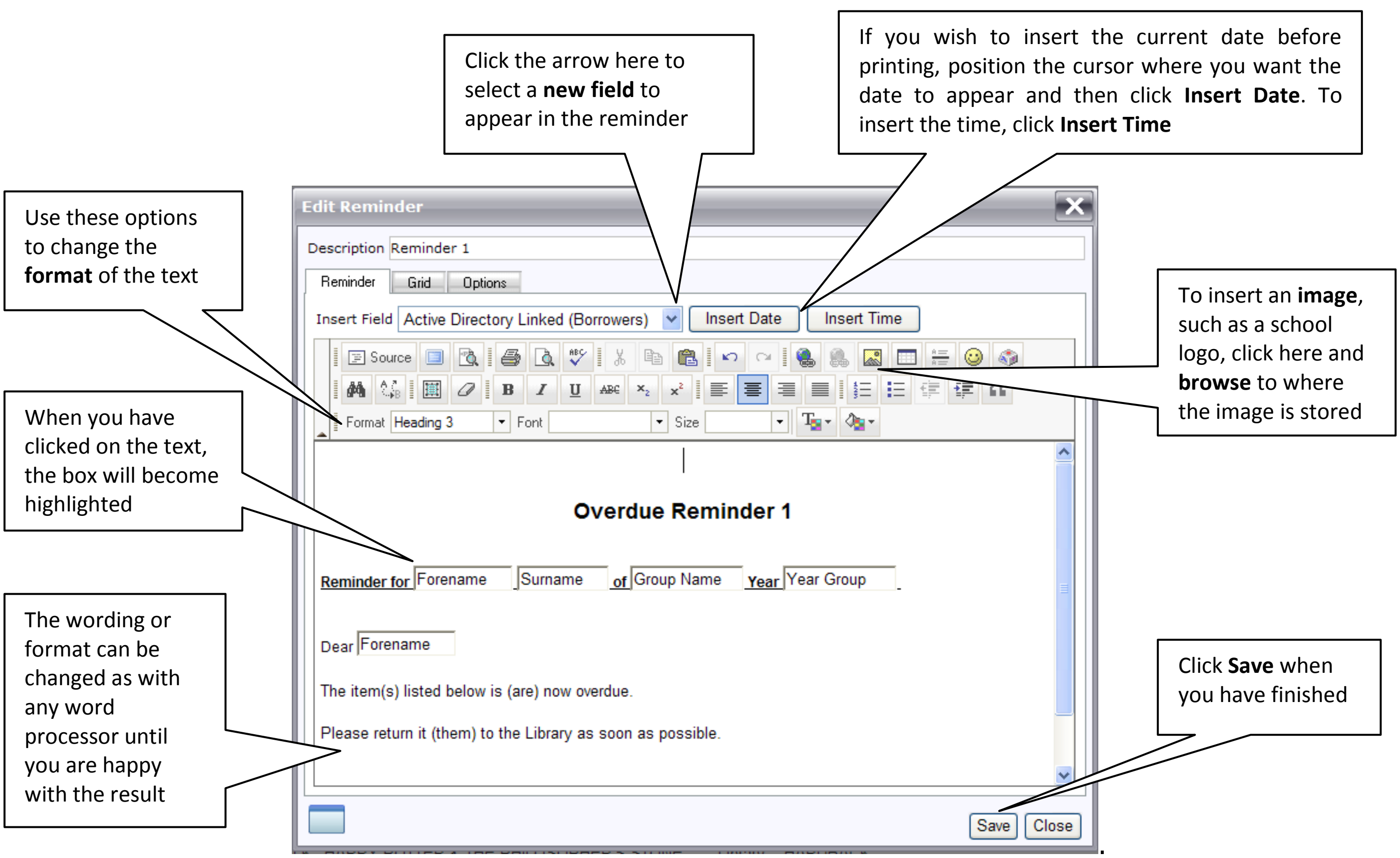
To edit the reminder text, select the **Reminder** tab at the top of the Edit Reminders screen. The text which has a box around it can be changed to any of the fields which are listed in the **Insert Field** drop down list.

To change the field, simply click on the text inside the box you want to change. The box will become highlighted. Click the drop down arrow next to the **Insert Field** tab and select the field you'd like to appear in the box. To add a field which hasn't already been used, place your cursor where you'd like it to appear on the page and then select the required field from the Insert Field drop down list.

To delete a field, highlight it and then select **Delete** on your keyboard.

You can add your own text by placing your cursor anywhere on the page where you want the text to begin and then typing the required text.

If you have finished editing the reminder text and are happy with the grid, click **Save**. If you would like to change the grid, see the next section



How do I change the columns included in the grid in reminders?

Click on the **Grid** tab at the top of the **Edit Reminders** screen. The screen looks similar to when you are creating or editing a Page View.

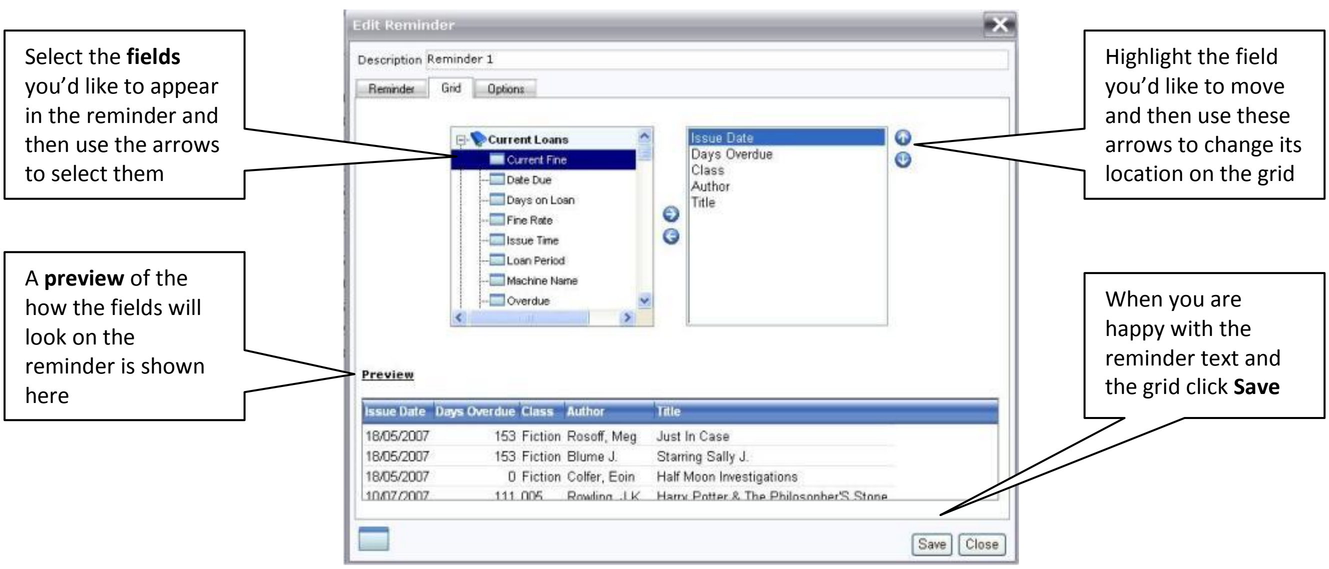
Under **Preview** you'll see which columns have already been used. To add or remove any columns/fields, use the two boxes at the top of the page. The left hand box lists the available fields and the right hand box lists the fields which will appear in the reminder.

To select a new field to be included in the reminder, highlight it from the list in the box on the left and then use the icon to move it into the right hand box.

To move a field back, because you no longer want it to appear on the reminder, select it from the right hand box and then click the icon.

To change where the field appears within the grid use the and icons.

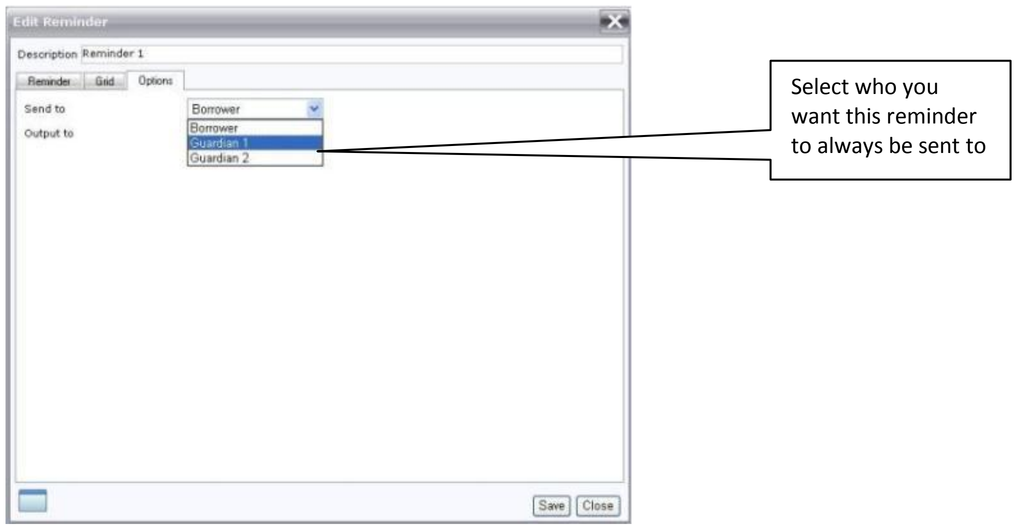
When you have finished editing the reminder, click **Save**.



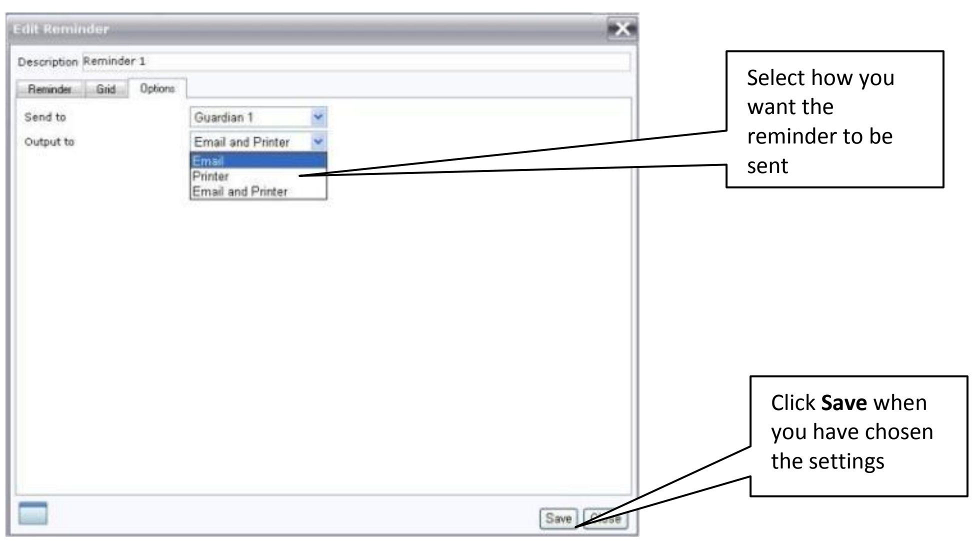
How do I specify what format the reminder is sent in?

As well as being able to change the content of your Reminders, you can also specify what format it will be sent in i.e. email, print or both. You can also choose who the reminder is sent to i.e. borrower or guardian.

For example: You may want your Reminder 4 to be emailed directly to the borrower's guardian. Select the reminder that you want to edit from the reminder list. Click on the **Options** tab at the top of the Edit Reminders screen and then click the drop down arrow next to **Send to** and select who you want this reminder to always be sent to e.g. Guardian 1.



Once you've chosen who you want the reminder to be sent to, you need to choose how you want it to be sent. Click on the drop down arrow next to Output to and select the format that you want the reminder to be sent in e.g. Email.



Please Note: It's possible to override these settings when sending reminders to individual borrowers. Please see section **How do I print individual reminders?**

What happens if I have specified the reminder to be printed?

If you've set the reminder to be printed, a reminder PDF document will appear on the screen for you to then print out if you wish. If you don't want to print the reminders at that time, simply click the cross at the top right of the screen to close it. Reminder PDF's which have been viewed and/or printed are automatically moved to the **Output Recycle Bin**. To print a reminder PDF, click on **Database** at the top left of the screen, and then **Output**. A list of reminder PDF's will be available. Find the one you want to print and then either double click your mouse over it or highlight it and click **Edit** under the **Records** tab on the left of the screen.

What happens if I have specified a reminder to be printed and emailed?

If you have set the reminder to be printed and emailed, a reminder PDF document will appear on the screen for you to print and an email will be sent to the borrower's email address automatically. Again, if you don't want to print your reminders at that time, click the cross to close the document and then print from the **Output Recycle Bin** when you are ready.

What if the borrower's email address is wrong or missing?

If you have specified the reminder to be sent by email but the address is wrong or missing, the system will automatically send the reminder to the email address entered in the reminder settings screen.

For more information on the email reminder settings, please see **Chapter 3: Settings** section **Reminders**

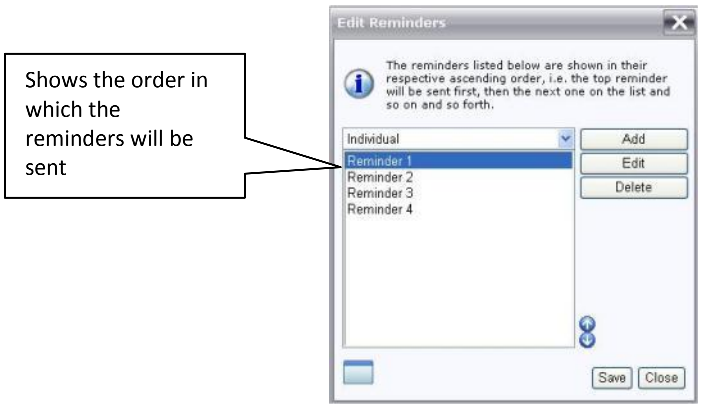
Sending Loan Reminders

Before you send out your loan reminders, you'll need to make sure that the text inside each reminder is displayed in the way you want, the order in which each reminder is sent is correct and that the format for how and who you want to send the reminder to is correct. See sections above on **How do I edit the text in my reminders** and **How do I specify what format the reminder is sent in.**

Individual and group reminders are sent automatically using the **Schedule,** however they can also be sent manually to individual borrowers. (Please see section **How do I print reminders to individual borrowers** for how to do this)

How do individual reminders work?

Individual reminders are sent to your borrowers in the order that you've specified in the **Edit Reminders** screen. See section on **How do I edit the text in my reminders?** for more information.



The reminders will be sent according to their default output settings.

For example: If you have specified that reminder 1 is to be sent to the borrower by email, anyone who is due this reminder will receive it by email provided that a valid email address has been entered onto their enrolment record. If no email address is present or if it is incorrect, the reminder will automatically be sent to the email address which has been specified in the **Settings**, **Reminders** screen.

If you have specified that reminder 2 is to be sent to guardian 1 and is to be printed, a PDF reminder document will appear for you to then print and send to the guardian.

If you have printed a large amount of individual reminders, i.e. for every student showing as overdue in **Current Loans**, then the reminders will show as a single PDF document within the **Output** table. Print this as described in section **What happens if I have specified the Reminder to be printed?** This document will be ordered in terms of **Tutor Group** first, then **Surname**.

Please see section **How do I specify what format the reminder is sent in?** for how to choose the default output settings.

How do I apply the settings for scheduled reminders?

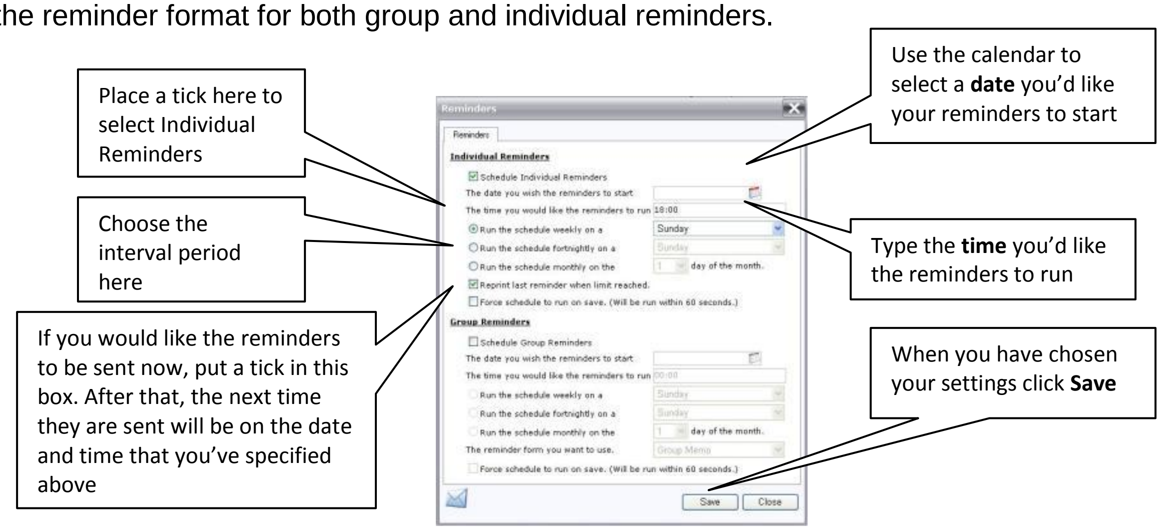
Before any reminders can be sent out, you'll need to choose your Schedule reminder settings. From the menu bar at the top of the screen, select **Schedule** and then **Reminders**.

The **Reminders** screen will then appear where you can choose which settings you'd like.

For example: You may want to set your individual reminders to be sent once per week on a Sunday evening at 18:00:00. This means that when the reminders are due, the Schedule will send the reminders according to their **default output settings**. When you come into the library on the following Monday, any reminders you have specified to be printed will be listed in the **Output** screen, so all you'll need to do is print the reminders off. If you have specified that they are to be emailed, the borrowers will already have received their reminder emails, provided a valid email address has been entered onto their record card.

For more information on the Output table, see the section **What happens after I've applied my reminder settings?**

Please see section **How do I specify what format the reminder is sent in?** for how to choose the reminder format for both group and individual reminders.



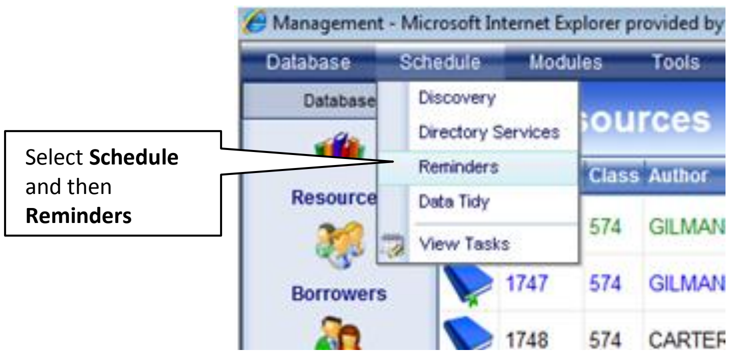
How do group reminders work?

Group reminders are sent to tutors so that they can remind the borrowers in their group to return their overdue resources.

In the same way that you can edit individual reminders, you can also edit your group reminders. However, group reminders work differently to individual reminders in that you can only schedule to send one group reminder at a time.

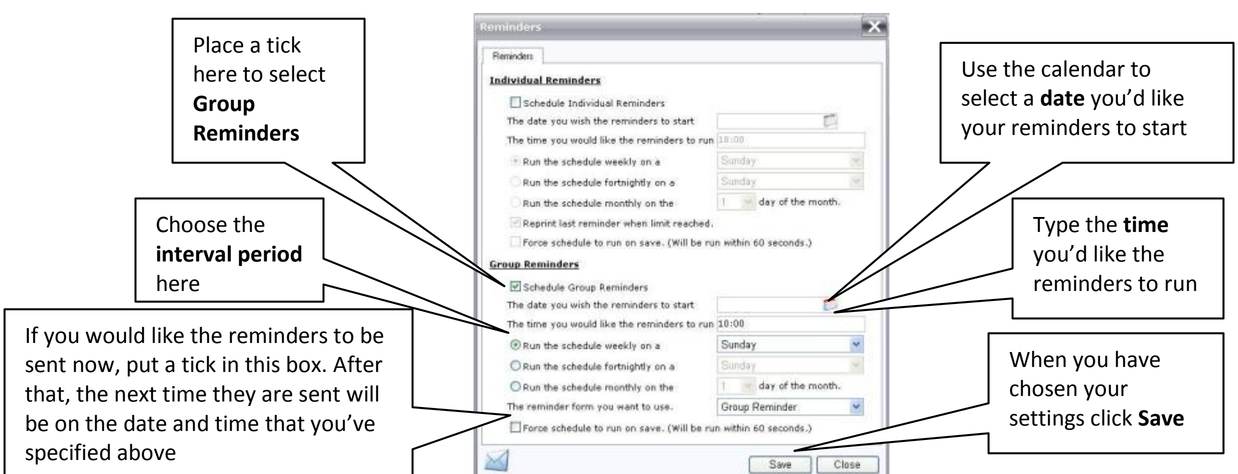
How do I apply the settings for group reminders?

Before any reminders can be sent out, you'll need to choose your reminder settings. From the menu bar at the top of the screen, select **Schedule** and then **Reminders**.



The Reminders screen will then appear where you can choose which settings you'd like.

For example: You may want to set your group reminders to be sent once per week on a Sunday morning at 10:00:00. The start date is 28/06/2007. This means that when the reminders are due, the Schedule will send the reminders to the form tutors who have an email address entered in the tutor group record. It will also send the reminders to the **Output** table in the form of a PDF document. When you come into the library on the following Monday, all you'll need to do is go into the Output screen and print the reminders.



For more information on the Output table, see the section **What happens after I've applied my reminder settings?** below.

What happens after I've applied my reminder settings?

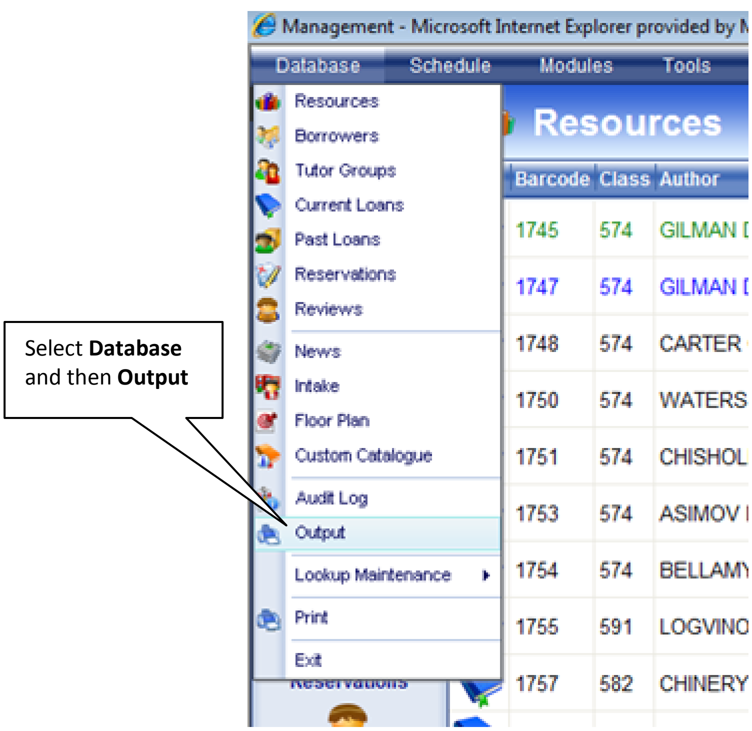
Once you've clicked Save, the reminder settings will be added to the **Schedule** as a task to be run. To see the task, click **Schedule** and then **View Tasks** from the menu bar at the top of the screen.

Whenever you create a new reminder task or edit the current one, the Schedule adds a **Last Run** date. The last run date is the way the schedule knows when the reminders would have been sent last so that it knows when they are next due to be sent.

You can edit the Schedule reminder settings if you wish. See **Chapter 11: Customising Junior Librarian.net**, section on **Schedule** for more information.

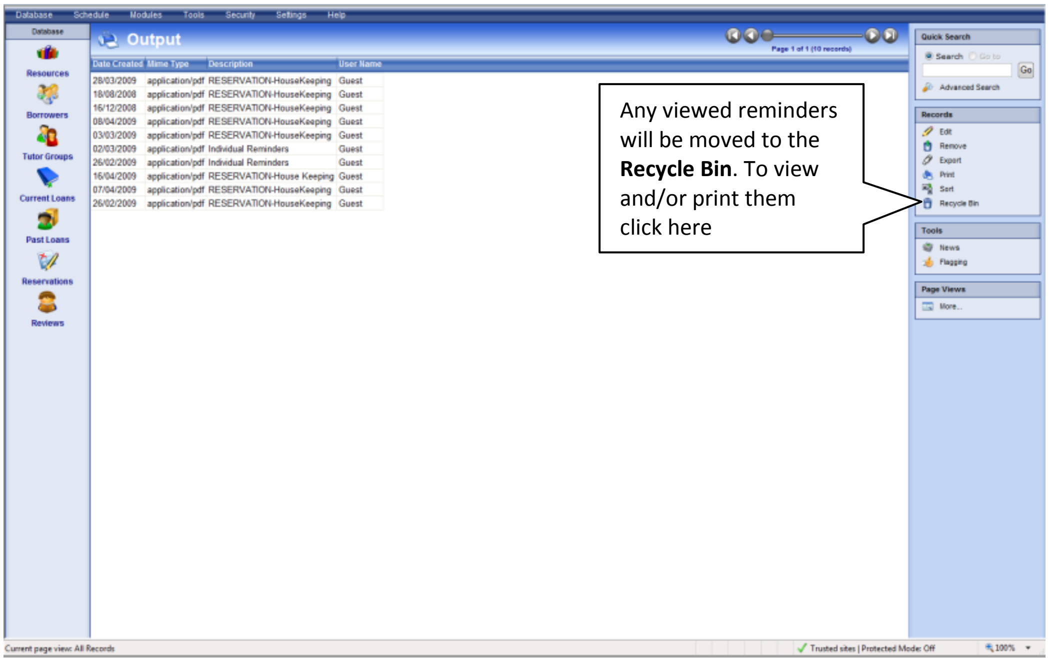
When the time comes for the Schedule to send out the reminders, any reminders which have been specified to be emailed will be sent out to those borrowers who have a valid email address held on their record card. (Please see **Chapter 3: Settings** for how to apply the email settings). For any reminders which have been specified to be printed, a PDF reminder document will be available to be printed as and when required.

The PDF reminder documents are held in the **Output** table. To access the Output table, select **Database** and then **Output** from the menu bar on the top of the screen.



The **Output** screen will then appear.

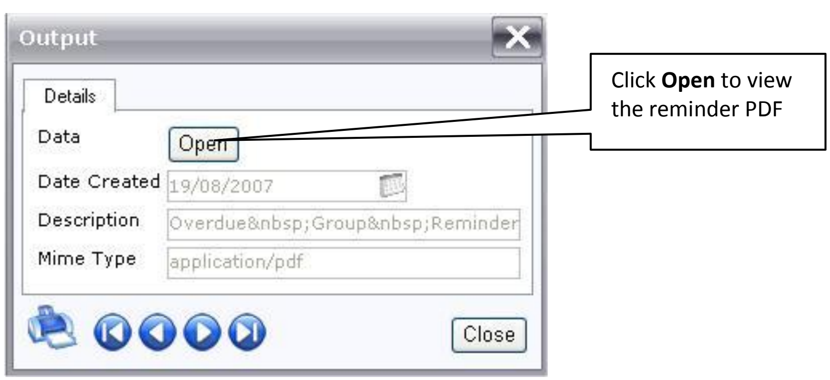
Please Note: Only the reminders you haven't viewed will be listed. Once you have viewed them, they will be moved to the **Output Recycle Bin**, where you can view and/or print them if you wish.



How do I print reminders?

To print your current reminders, highlight or double click the required **PDF** document from the list in the **Output** screen.

The reminder details will be shown. Click **Open** to view the PDF document.



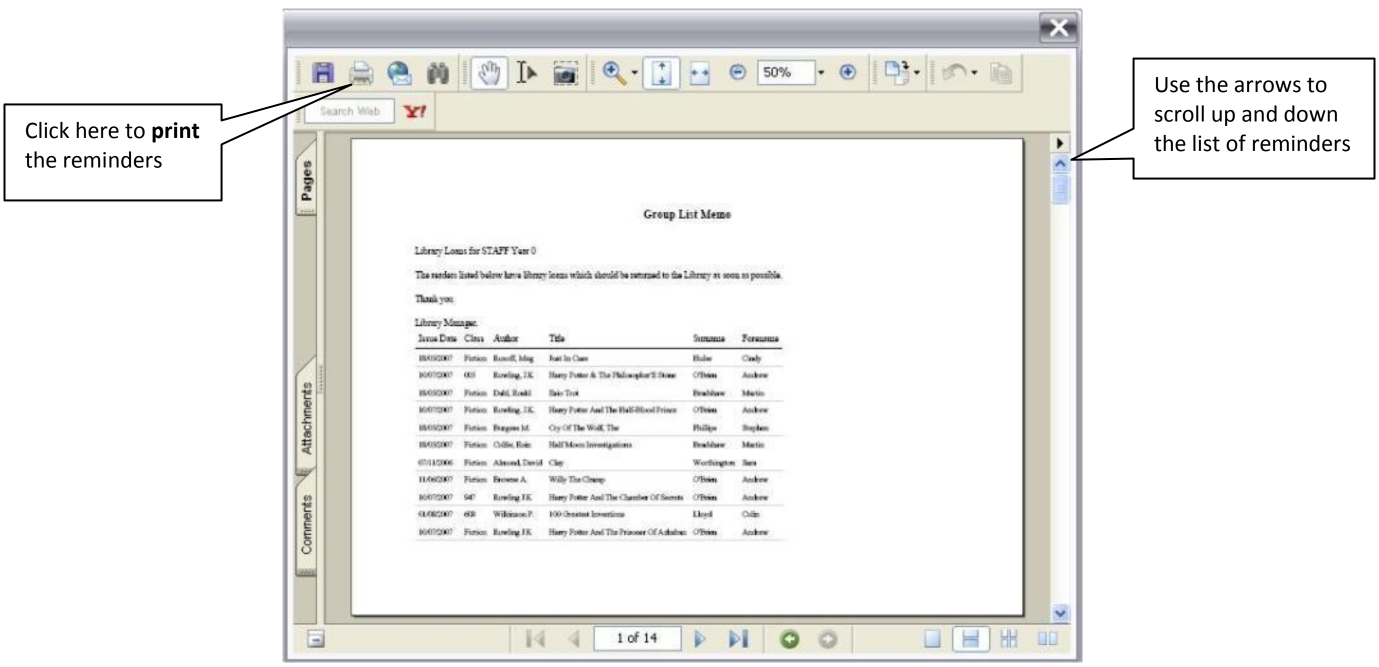
Once the PDF document is open, it will list all of the reminders you have scheduled to send as 'print'. To print them, click on the print icon at the top left of the screen.

When the reminders are printed, they will be grouped together by borrower and reminder number.

For example: A borrower may have three resources on loan. For one of the resources, he is due to have Reminder 1 sent. For the other two resources, he is due to have Reminder 2 sent.

When the reminders are printed, the borrower will have one sheet of paper with Reminder 1 on which lists the first resource and another sheet of paper with Reminder 2 on which lists the other 2 resources. So he will receive **two** sheets of paper altogether.

If you don't want to print any reminders, simply click on the cross at the top right of the screen. Viewed and/or printed reminders will be moved to the **Output Recycle Bin**, where you can view them and print them as many times as you wish.



What is a memo used for?

You might need to send a memo to Year 11 leavers, for example, who usually leave officially before their exams start. A memo would remind them to bring all their resources back, regardless of whether they are overdue or not.

If you want to change the text in a Memo, you can edit in by clicking on **Tools** and then **Edit Reminders**.

How do I send reminders to individual borrowers?

If you only want to send reminders to an individual borrower, use the **Advanced Search** facility in **Current Loans** to search for the individual first or use Flagging. (See sections on **Searching Databases** and **Flagging** in **Chapter 16: Viewing Library Data**.)

If you want your reminders to be shown on the PDF document and then printed in a specific order, any sorting or record selection will need to be done first.

For example: You may want your reminders to be printed in order by tutor group and then borrower surname.   This sort will need to be applied to current loans **before** clicking the reminders button.

To print individual reminders, make sure you are in the **Current Loans** screen and then perform any searching you need. Once you have the borrower/s on the screen that you want to print reminders for, click on 

under **Tools** on the right of the screen.

Choose the options you want by placing a tick in the relevant box:

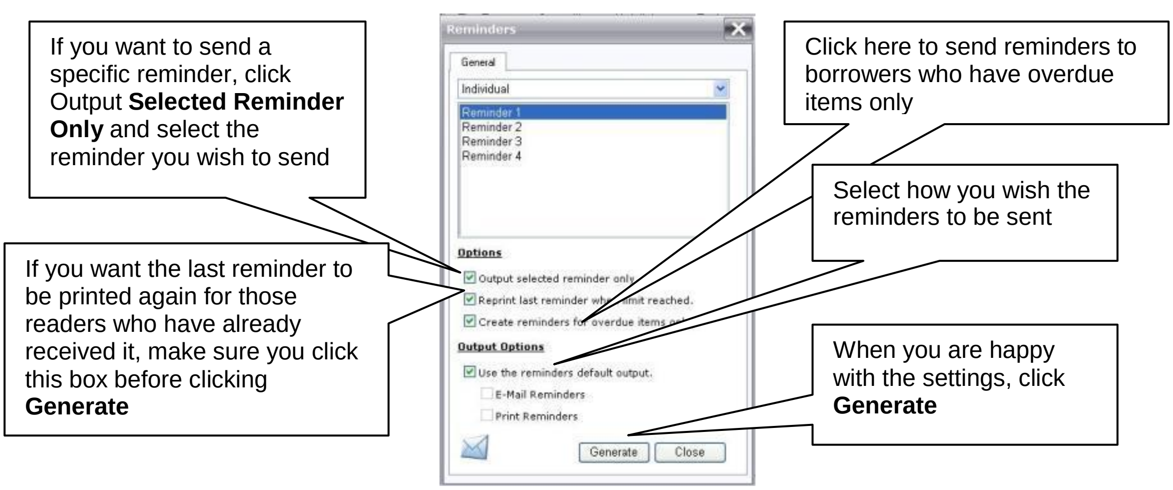
Output selected reminder only means you can choose the specific reminder that you want to be sent.

Reprint last reminder when limit reached means that if any of the borrowers that you are sending reminders to have already had the last reminder, they will receive it again. This option won't be needed if you have selected Output selected reminder only.

Create reminders for overdue items only means that reminders will only be sent to borrowers who have overdue items.

The **Output Options** enable you to choose how the reminders are sent out. You can use the actual reminder's **default output settings** or specify to print them or send them by email.

For more information on the reminders default output, please see the section **How do I specify what format the reminder is sent in?** earlier in this chapter.



Past Loans

How do I view past loans?

To view the full list of past loans, click on the 

icon from the tool bar on the left of the screen.

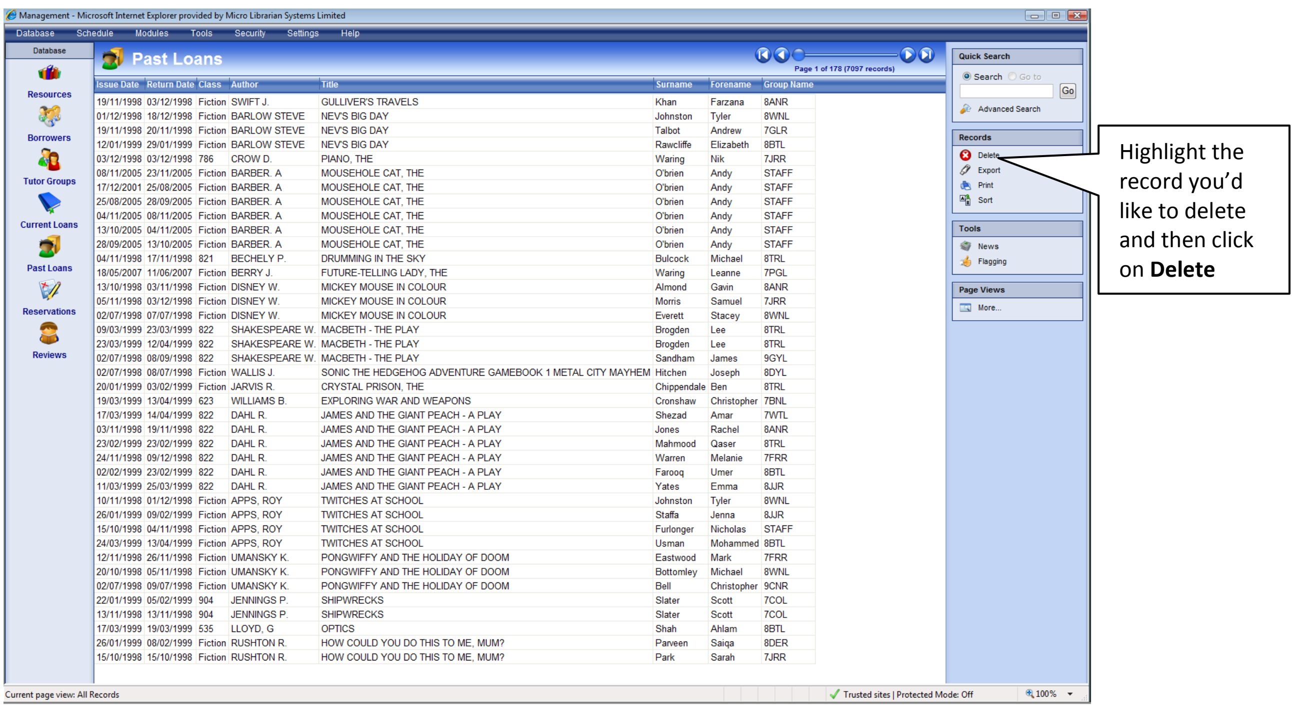
The Past Loans database shows both current and past loans. To view just past loans, click on **more** under the **Page Views** tab on the right of the screen. Double click on the **Past Loans** view.

How do I delete a past loan?

Find and click on the loan you'd like to delete, and then click on the 

icon under the **Records** tab on the right of the screen.

To delete more than one past loan, use Flagging. See **Chapter 16: Viewing Library Data,** section on **Flagging** for more information.



Chapter 8: Reservations

This chapter will explain how reservations work in **Junior Librarian.net** and how to manage and view them.

The **Making Reservations** section tells you how reservations work and how your borrowers can reserve resources.

The **Managing Reservations** section explains how to view your reservations and how to delete them if the reservation is no longer needed.

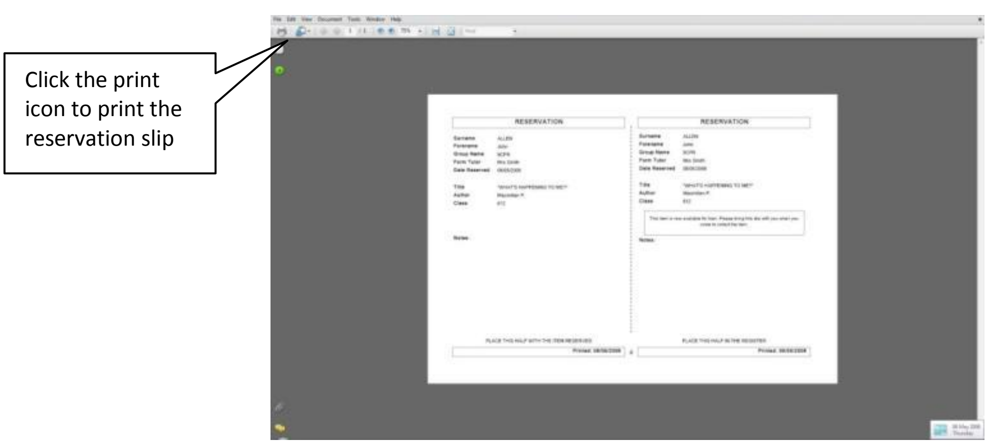
Making Reservations

How do reservations work?

When a resource is on loan, it's possible for other borrowers to reserve it for when it is returned. If there are multiple copies of a resource all copies will be reserved. The advantage of this is that if all copies of the resource are out on loan, the first copy to be returned, regardless of its accession number, can be issued to the first person who has reserved it rather than them having to wait for a particular copy to be returned. Reservation information is stored in the **Reservations** database. (See the section **How do I view reservations** below).

Please Note: The only exception to the above is if more than one person reserves the same resource and there are several copies on loan. If this happens, the first resource to be returned gets reserved for the first person who made a reservation. The second resource to be returned is then reserved for the second person who made a reservation. This process continues for all subsequent reservations and resources which are returned.

When a resource is reserved and then returned to the library using Circulate, an **Adobe Reader** window opens where you can print the reservation slip. You can then insert one part of the slip inside the register for the form tutor to give to the borrower who has reserved the resource and the other part inside the resource ready for collection.



If you don't want to print a slip straight away, simply close the Adobe Reader screen by clicking the red cross at the top right of the screen. You can print the slip at any time by going into the **Reservations** database, highlighting the reservation and then clicking on the 

icon under the **Records** tab on the right of the screen.

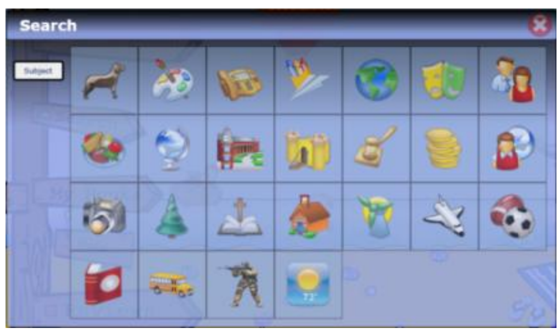
If the borrower has a valid email address, an email will also be sent to the borrower informing them that the resource is now available for collection.

How does a borrower reserve a resource?

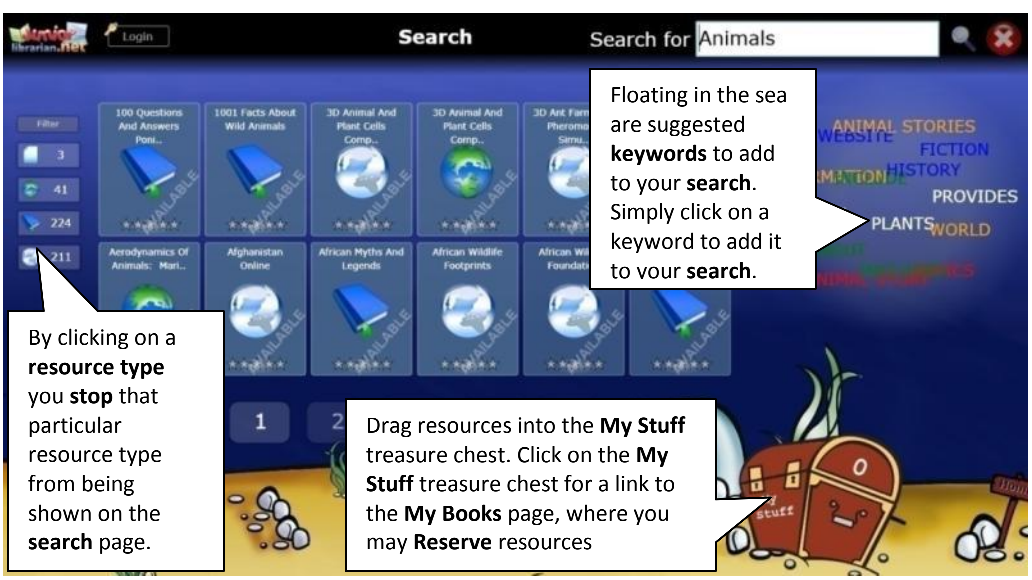
There are two ways to **reserve a resource**. The first of which is completed by following these instructions.

Click on **Search** on the home page. 

This will bring up a clear and colourful easy **search** selection, as shown in the screen below. Each picture represents a search criterion; for example the **dog** represents **animals**, and will bring up all resources in the library which relate to animals.



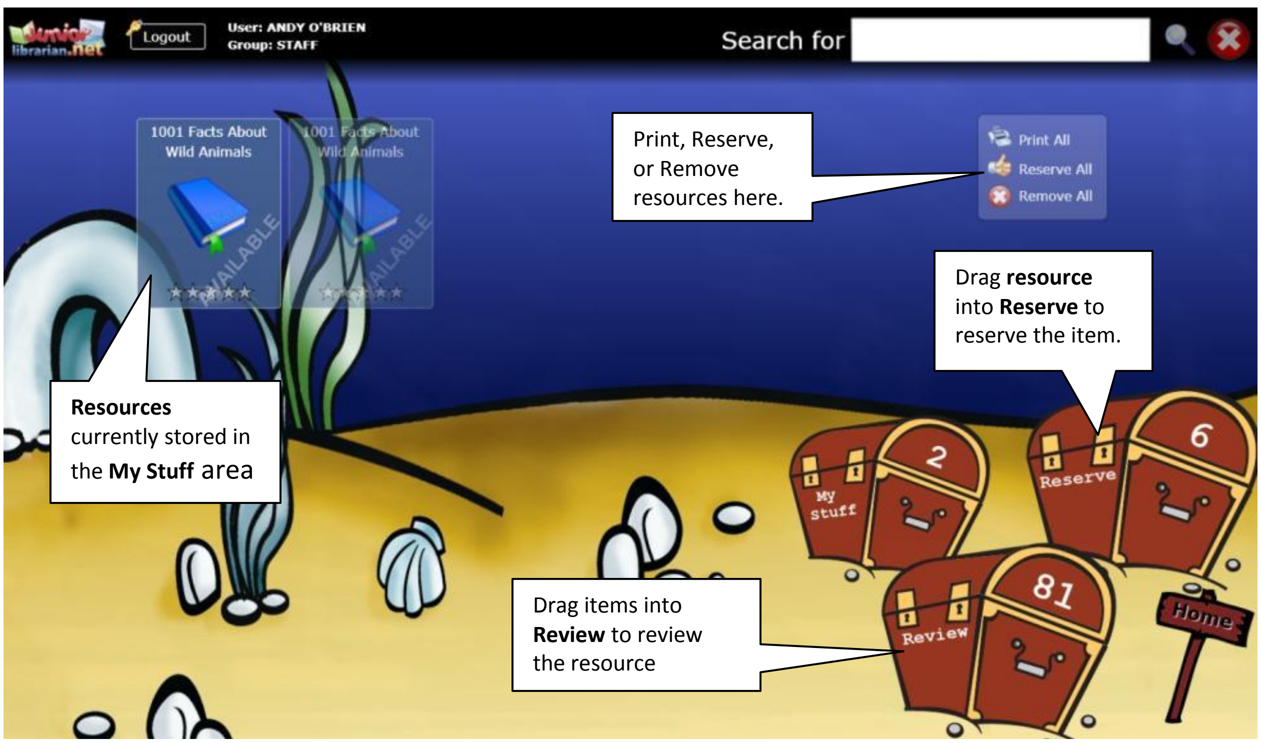
Below is the **Search Results** page for the Animals search. Each area is described in the captions below.



Please Note: If the student is not yet logged in, they will be requested to scan or type their barcode number into the login box, which will pop up upon your first attempt of dragging an item into the **My Stuff** treasure chest.

As soon as the student has successfully logged in, the resource will be placed into the **My Stuff** treasure chest.

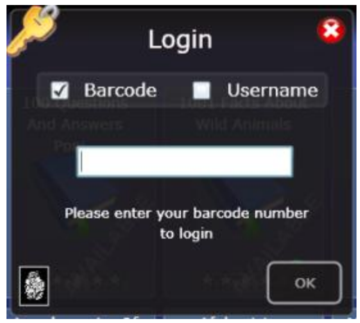
Once the student has filled their **My Stuff** treasure chest, with whatever **resources** they wish, click on the **My Stuff** treasure chest for a link to the **My Stuff** page.



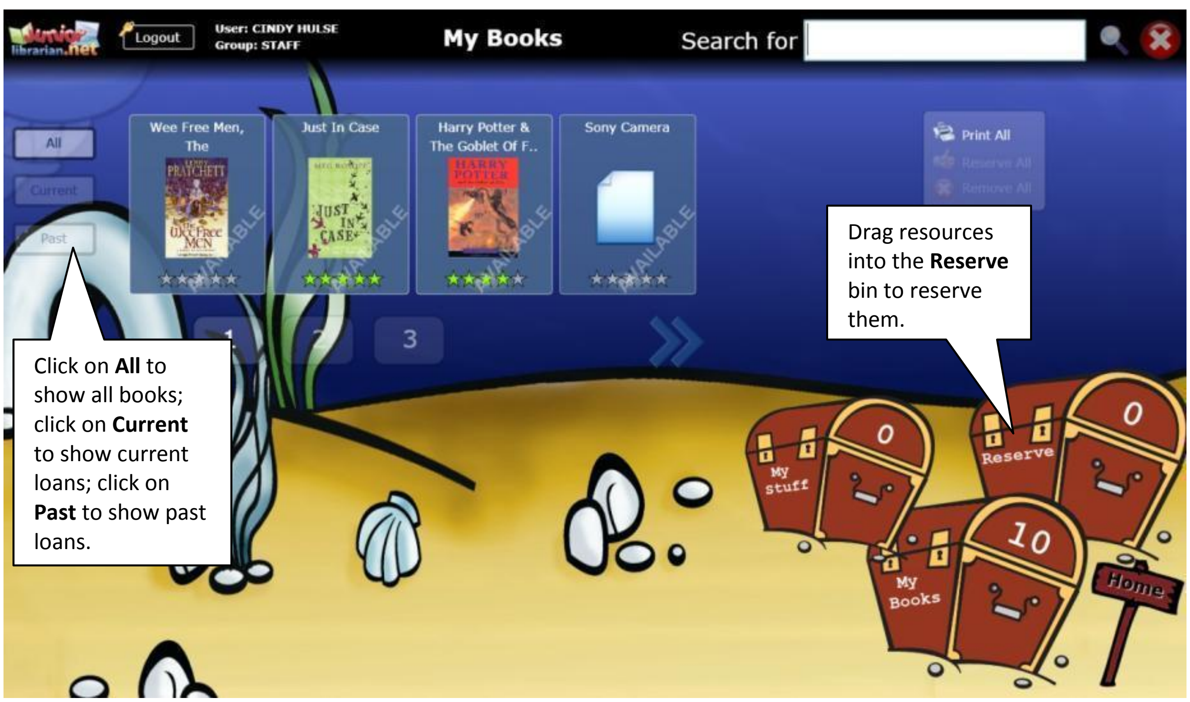
To **Reserve** the resource, the student simply needs to drag the item into the **Reserve** treasure chest.

The second way to reserve a resource is by logging into the **My Books** screen.

If the student is not logged in already they will be presented with the **login** screen, as displayed below. Depending on what is selected, they will need to enter either their **Barcode** or **Username** to log in.



The **My Books** screen is displayed below. This screen contains all **Current Loans** and **Past Loans** relating to that student.



As students obviously cannot reserve their **Current Loans** the best way to make reservations through this page is to click on **Past** to display **Past Loans** and then drag the desired resource into the **Reserve** treasure chest.

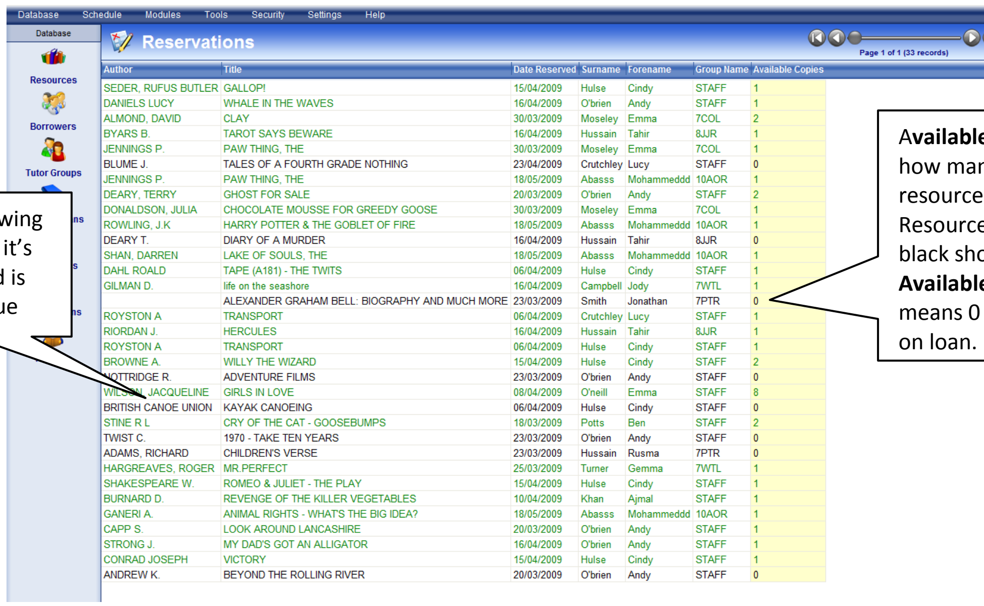
How do I reserve a resource for a borrower?

It is only possible for you to reserve a resource for a borrower, by logging in as the borrower themselves and following the steps above.

Managing Reservations

How do I view reservations?

To access the reservations database click the  icon from the tool bar on the left of the screen.



Author	Title	Date Reserved	Surname	Forename	Group Name	Available Copies
SEDER, RUFUS BUTLER	GALLOP!	15/04/2009	Hulse	Cindy	STAFF	1
DANIELS LUCY	WHALE IN THE WAVES	16/04/2009	O'brien	Andy	STAFF	1
ALMOND, DAVID	CLAY	30/03/2009	Moseley	Emma	7COL	2
BYARS B.	TAROT SAYS BEWARE	16/04/2009	Hussain	Tahir	8JJR	1
JENNINGS P.	PAW THING, THE	30/03/2009	Moseley	Emma	7COL	1
BLUME J.	TALES OF A FOURTH GRADE NOTHING	23/04/2009	Crutchley	Lucy	STAFF	0
JENNINGS P.	PAW THING, THE	18/05/2009	Abasss	Mohammeddd	10AOR	1
DEARY, TERRY	GHOST FOR SALE	20/03/2009	O'brien	Andy	STAFF	2
DONALDSON, JULIA	CHOCOLATE MOUSSE FOR GREEDY GOOSE	30/03/2009	Moseley	Emma	7COL	1
ROWLING, J.K	HARRY POTTER & THE GOBLET OF FIRE	18/05/2009	Abasss	Mohammeddd	10AOR	1
DEARY T.	DIARY OF A MURDER	16/04/2009	Hussain	Tahir	8JJR	0
SHAN, DARREN	LAKE OF SOULS, THE	18/05/2009	Abasss	Mohammeddd	10AOR	1
DAHL ROALD	TAPE (A181) - THE TWITS	06/04/2009	Hulse	Cindy	STAFF	1
GILMAN D.	life on the seashore	16/04/2009	Campbell	Jody	7WTL	1
	ALEXANDER GRAHAM BELL: BIOGRAPHY AND MUCH MORE	23/03/2009	Smith	Jonathan	7PTR	0
ROYSTON A	TRANSPORT	06/04/2009	Crutchley	Lucy	STAFF	1
RIORDAN J.	HERCULES	16/04/2009	Hussain	Tahir	8JJR	1
ROYSTON A	TRANSPORT	06/04/2009	Hulse	Cindy	STAFF	1
BROWNE A.	WILLY THE WIZARD	15/04/2009	Hulse	Cindy	STAFF	2
NOTTRIDGE R.	ADVENTURE FILMS	23/03/2009	O'brien	Andy	STAFF	0
WILSON, JACQUELINE	GIRLS IN LOVE	08/04/2009	O'neill	Emma	STAFF	8
BRITISH CANOE UNION	KAYAK CANOEING	06/04/2009	Hulse	Cindy	STAFF	0
STINE R L	CRY OF THE CAT - GOOSEBUMPS	18/03/2009	Potts	Ben	STAFF	2
TWIST C.	1970 - TAKE TEN YEARS	23/03/2009	O'brien	Andy	STAFF	0
ADAMS, RICHARD	CHILDREN'S VERSE	23/03/2009	Hussain	Rusma	7PTR	0
HARGREAVES, ROGER	MR.PERFECT	25/03/2009	Turner	Gemma	7WTL	1
SHAKESPEARE W.	ROMEO & JULIET - THE PLAY	15/04/2009	Hulse	Cindy	STAFF	1
BURNARD D.	REVENGE OF THE KILLER VEGETABLES	10/04/2009	Khan	Ajmal	STAFF	1
GANERI A.	ANIMAL RIGHTS - WHAT'S THE BIG IDEA?	18/05/2009	Abasss	Mohammeddd	10AOR	1
CAPP S.	LOOK AROUND LANCASHIRE	20/03/2009	O'brien	Andy	STAFF	1
STRONG J.	MY DAD'S GOT AN ALLIGATOR	16/04/2009	O'brien	Andy	STAFF	1
CONRAD JOSEPH	VICTORY	15/04/2009	Hulse	Cindy	STAFF	1
ANDREW K.	BEYOND THE ROLLING RIVER	20/03/2009	O'brien	Andy	STAFF	0

A resource showing in **Black** means it's not on loan and is available to issue

Available copies displays how many copies of this resource are out on loan. Resources shown in black show as having **0 Available copies**, this means 0 copies are out on loan.

How long are reservations listed in the reservations database?

Once the reserved resource has been issued to the borrower who reserved it, it will be removed from the Reservations database.

How do I delete a reservation?

From the reservations screen, find and click on the reservation you wish to delete and then click the  icon under the **Records** tab on the right of the screen.

Please Note: You can't reserve items marked as **Reference**.

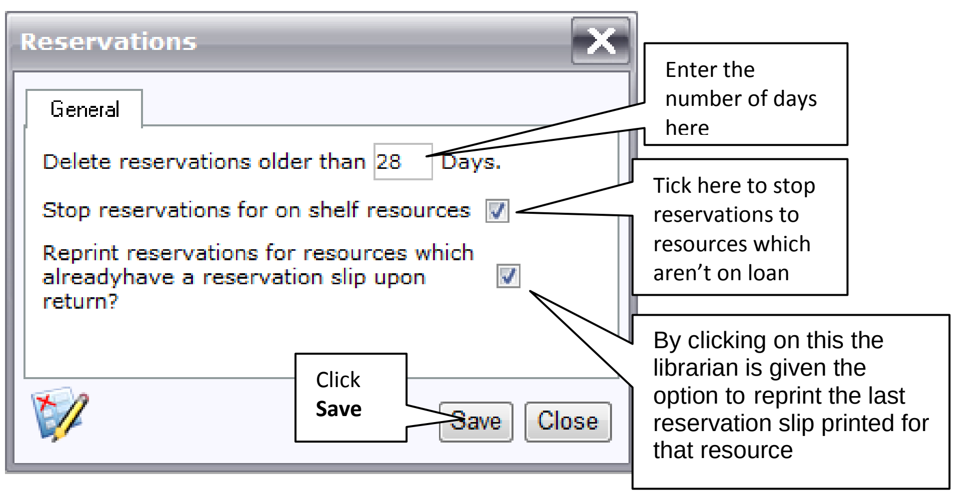
How do I automatically delete reservations?

When a resource is reserved, the reservation will stay on the resource record until it's issued to the person who reserved it.

You can set **Junior Librarian.net** so that reservations over a certain period of days are automatically deleted.

From the menu bar at the top of the screen click on **Settings** and then **Reservations**.

Enter the number of days. You can also stop reservations being made for resources which aren't on loan. If you want to do this, place a tick in the box. Click **Save**.



The reservations are then deleted during nightly housekeeping. When a reservation is deleted the system will check and see if that resource is reserved by another borrower. The system will create a report which will be placed in to the output table which consists of a list of resources which no longer have reservations and all the new reservations for resources which are now reserved by a different borrower.

Chapter 9: Reviews

This chapter explains how your borrowers review the resources they take out on loan and how you can manage them.

The **Making Reviews** section tells you how borrowers can make reviews.

The **Managing Reviews** section explains how you can view the reviews your borrowers have made and what you need to do before the reviews are available for everyone to see. It also tells you how to delete reviews and how you can customise the review questions.

Making Reviews

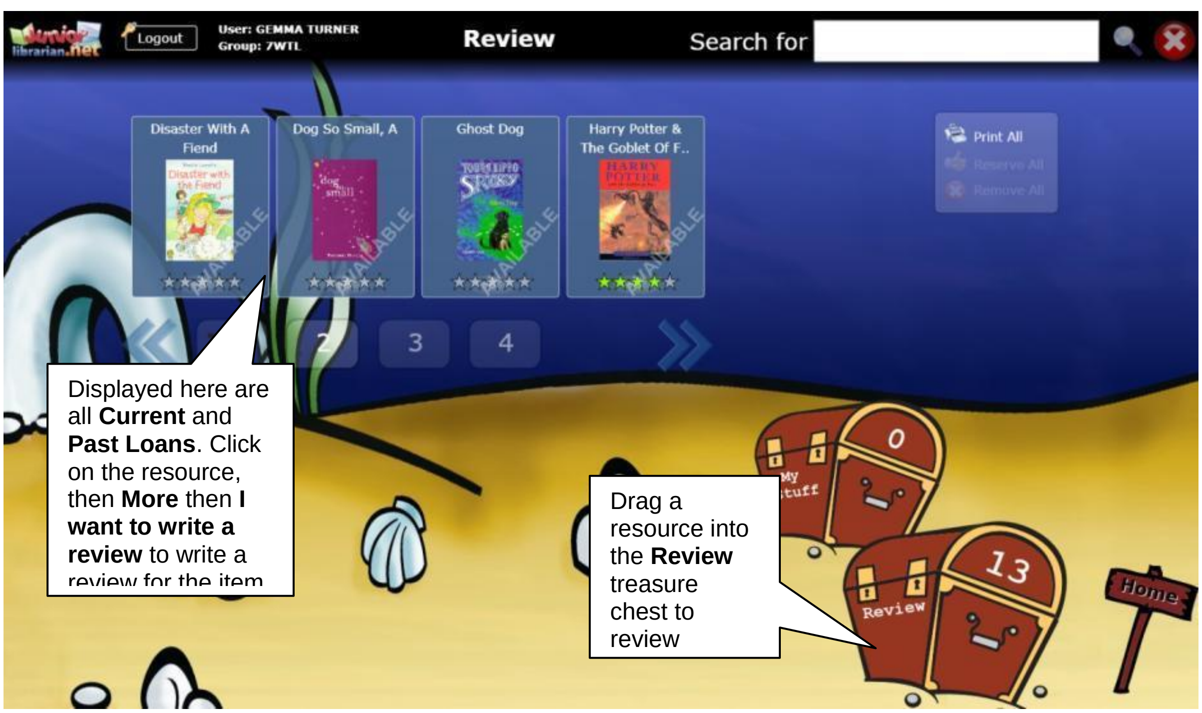
How do borrowers review resources?

There are two ways for borrowers to review resource, both of which are described below.

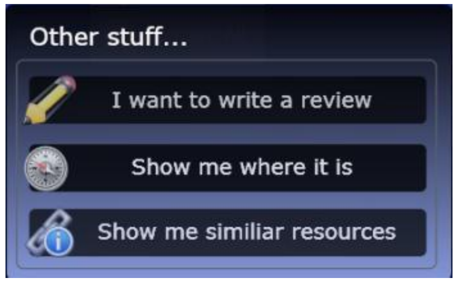
First of all, click on **Reviews** 

depending on whether or not the student is logged in, they will be presented with the **Login** screen.

The **Reviews** screen, as shown below, will then appear. This will contain all **Current Loans** and **Past Loans** for the student.



If you have chosen to click on the resource, and then **More** you will have to option to click on **I want to write a review**, as shown below



The **Review** page will be displayed

A shortcut to get to the **Review** page, as shown above, would be to simply drag the **Resource** that you wish to **Review** into the **Review** treasure chest. This automatically brings up the **Review** page.

The second way to **Review** items is to click on **Search** on the signpost. Follow the process as described in **How does a borrower reserve a resource,** in **Chapter 5: Circulate.**

Instead of following the final steps to reserve an item, drag the resource into the **Review** treasure chest. The **Review** page (as shown above) will appear, fill in the **review** as normal.

Please note, the student may add as many resources to their **My Stuff** area, as they like. However, it is important to remember that this area is emptied each time the student logs out. They may write reviews for resources they both have and haven't borrowed only from the **My Stuff** page; if writing from the **Reviews** page, they may only review resources they have borrowed. Reviews are not available for public viewing until they are approved by the librarian.

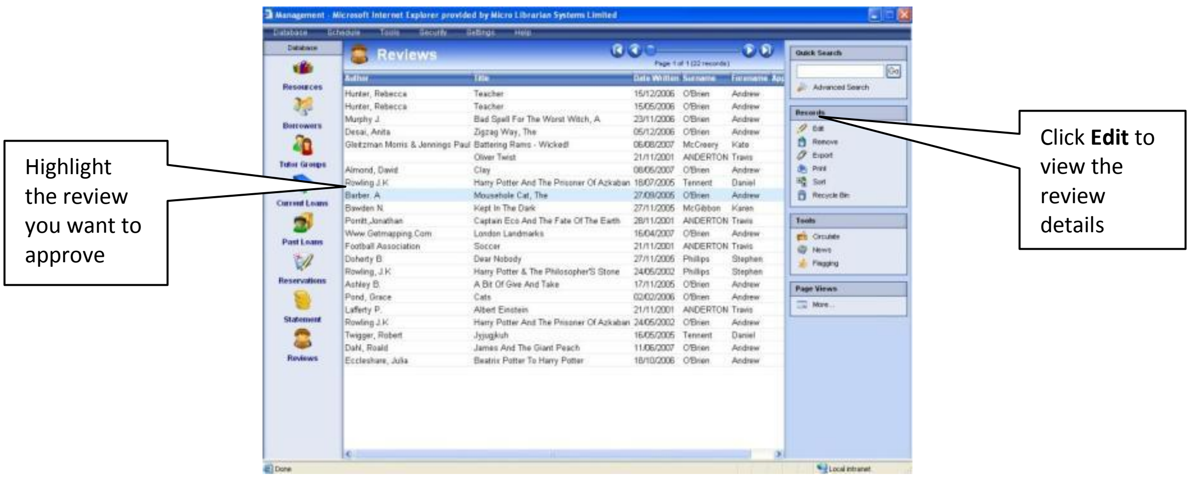
Please Note: The screen above shows a review with set questions. To find out how to add your own review questions, please see section **How do I add my own review questions?** later in this chapter.

Managing Reviews

How do I view reviews?

Once a borrower has written a review, it will be listed in the **Reviews** screen within **Grown Ups**.

To access the reviews database, click the  icon from the tool bar on the left of the screen.

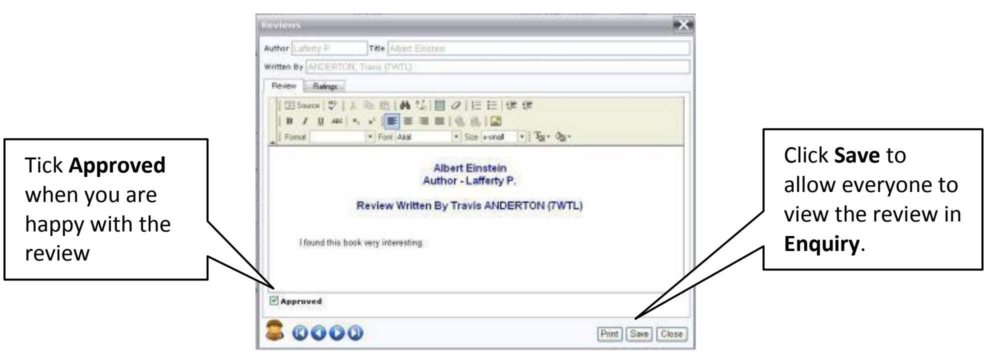


How do I approve a review?

Before the review can be seen by anyone else, the librarian has to check it for content and then approve it.

Highlight the review you want to view and then either double click your mouse or click  under the **Records** tab on the right of the screen.

When you are happy with the review, tick **Approved** at the bottom left of the screen and then **Save**.



You can delete a review if for example a borrower writes one which is either unsatisfactory or is for the wrong resource.

How do I delete a review?

From the Reviews screen, highlight the review you want to delete and then click 

under the **Records** tab on the right of the screen.

Once a review has been removed, it gets placed in the **Reviews Recycle Bin**. To access this, click on the 

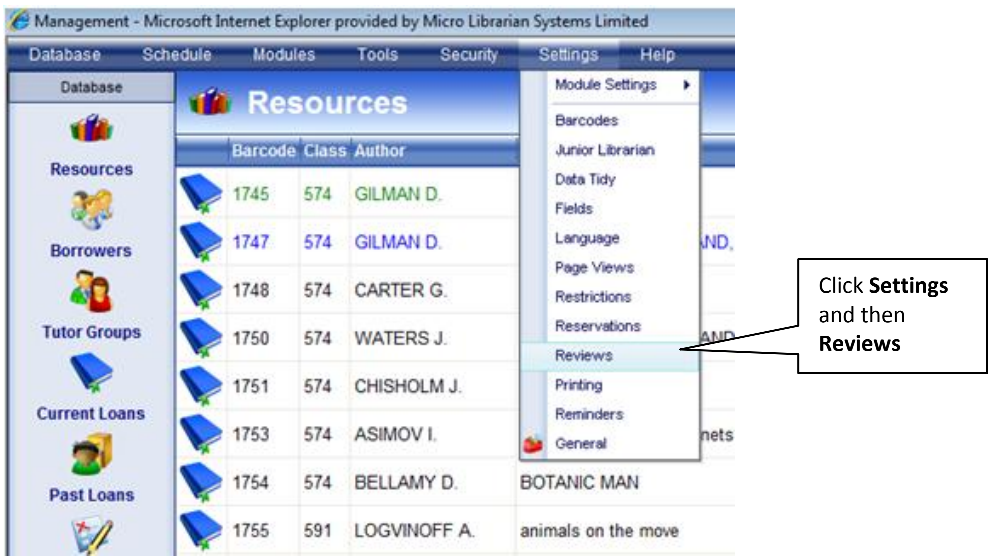
icon under the **Records** tab on the right of the screen.

If you change your mind, you can restore the review back to the Reviews database by highlighting it and then clicking on the 

icon under the **Records** tab.

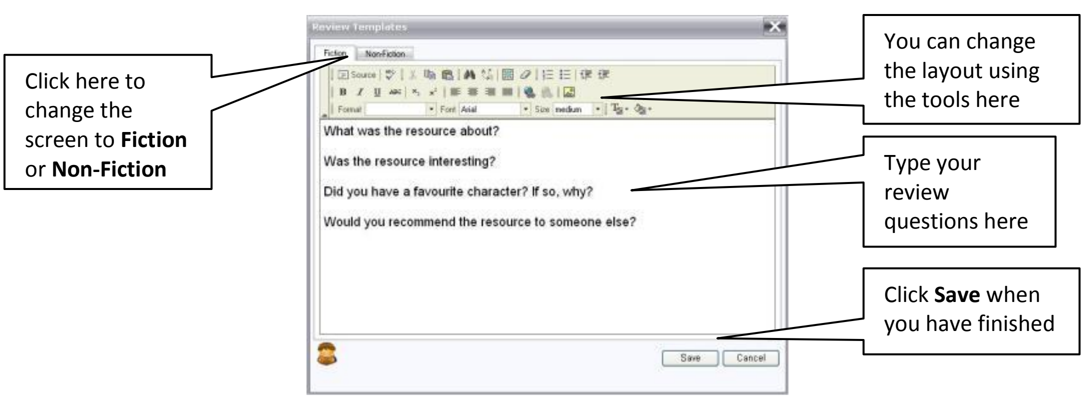
How do I add my own review questions?

You can create a more structured way for the borrowers to write their reviews by creating your own questions for them to answer.



From **Grown Ups**, select **Settings** and then **Reviews** from the menu bar at the top of the screen.

Type the questions you'd like your borrowers to answer, making sure you do so for both your **Fiction** and **Non-Fiction** items (if needed). Click **Save** when you have finished.



Chapter 10: Maintaining My Library

This chapter explains how to make changes to your existing resources and borrowers and how to update the resources in your catalogue using Discovery Online.

The **Making Changes to Resources** section tells you how to change details on your resource's records both individually and globally. It also tells you how to deal with resources which have gone missing.

The **Making Changes to Borrowers and Tutor Groups** section tells you how to change details on your borrower's records and how to merge tutor groups together. It will also tell you what you need to do to move your borrowers up to their new groups ready for the new term.

Making Changes To Resources

How do I edit an existing resource?

If you would like to change some details on a resource which has already been catalogued, simply find the item in the Resources database and then either double click on it or click the icon under the **Records** tab on the right of the screen.

If you have the resources barcode to hand, you can type this into the **Quick Search** box, select the **Go To** option and click **Go**.

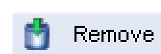
Highlight the resource, Click 

to open up the resource record card.

Make the necessary changes and then click **Save**.

For more information on ways to search your catalogue, see **Chapter 15: Viewing Library Data**.

How do I delete a resource?



To delete a resource from the catalogue, highlight the record and then click on the icon under the **Records** tab on the right of the screen.

Deleted items will be moved to the **Resource Recycle Bin**. To access this, click on the icon under the **Records** tab on the right of the screen.

If you change your mind, you can restore the resource back to the Resources database by highlighting it and then clicking on the 

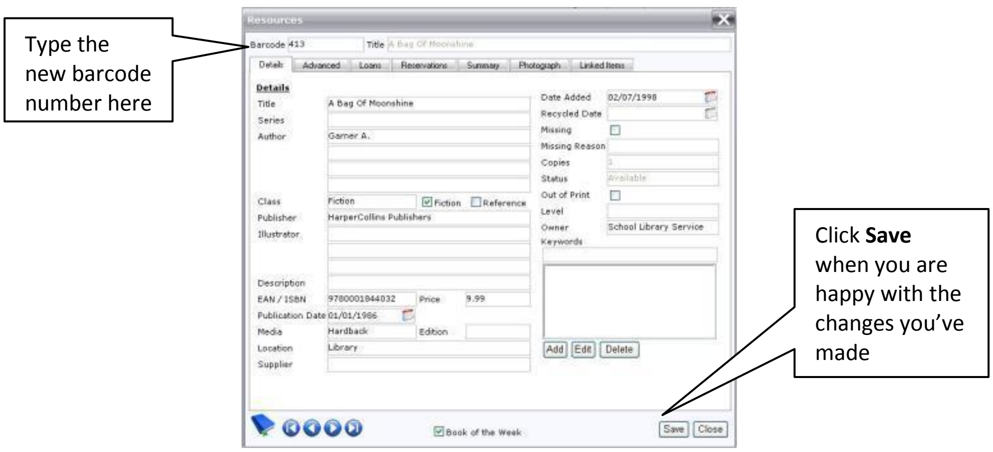
icon under the **Records** tab.

How do I change the accession number of a resource?

You may want to change the accession number of a resource, perhaps if the barcode you have assigned to it has become damaged.

Open up the resource's record card by highlighting it and clicking on 

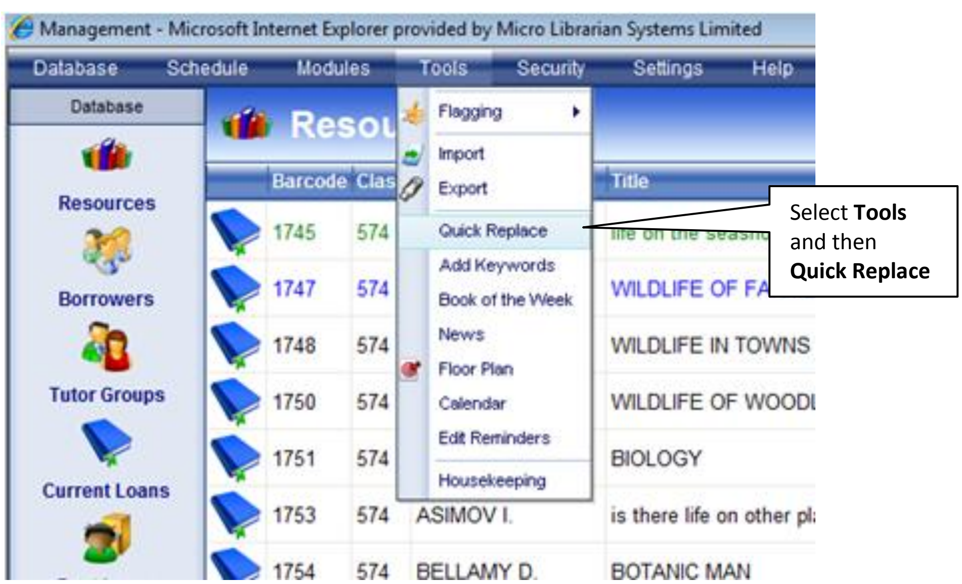
Type the new barcode into the **Barcode** field at the top of the screen and then click **Save**.



How do I make global changes to selected resource records?

It's possible for you to make global changes to any of the fields in the resource's record i.e. Location, Publisher and Class etc. For example, you may want to change the Location of a selection of books because they have been moved to a different part of the school. To save you having to manually change this on each resource, you can use the **Quick Replace** function.

You must first search for the records you wish to change. (See **Chapter 15: Viewing Library Data**, section on **Searching databases**). Once you have just the records you wish to change on screen, from the menu bar at the top of the page, select **Tools** and then **Quick Replace**.

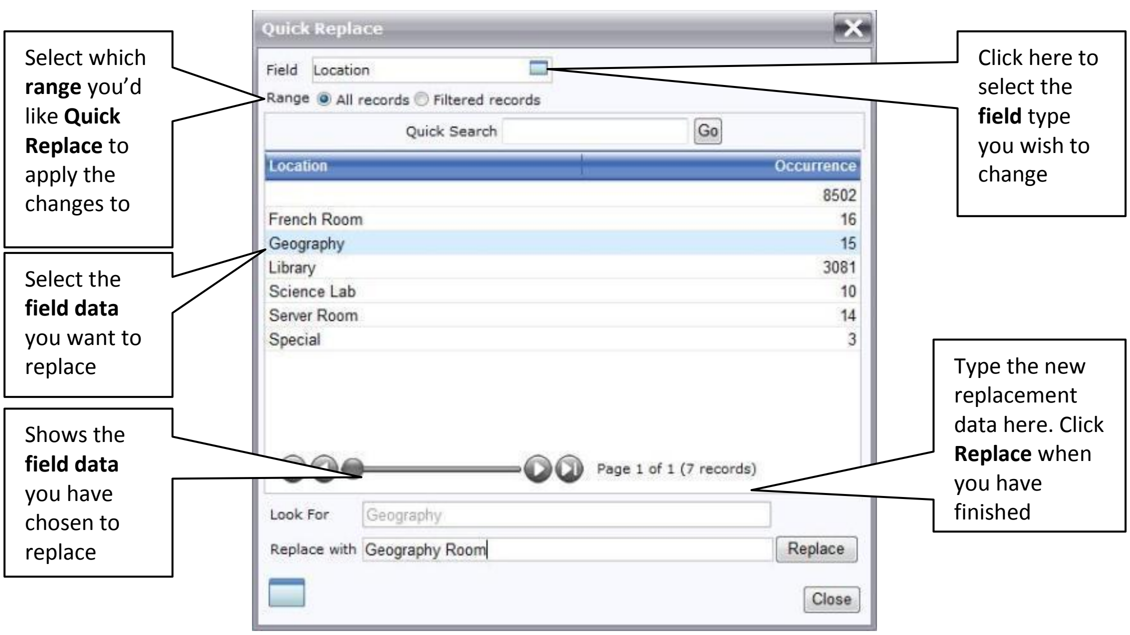


The **Quick Replace** box will then appear. Quick Replace works by looking for one piece of text and then replacing it with another.

Select the specific field you wish to make changes to by clicking the box at the end of the Field line. If you have searched for specific records to be changed, make sure you select the **Filtered Records** range. Choosing **All Records** means that the changes will be made to <u>ALL</u> of your resource records, not just the ones you have searched for.

In the example, I have decided that I would like all resources which have the location of either Careers Room or Hall to be changed to Library. I initially searched my catalogue for all resources with either of these two location types. You can see from the screenshot below by looking under Occurrence that 3 of my resources have a Careers Room location and two have the location of Hall.

Select the first location from the list that you want to change by clicking on it with your mouse. Here, I have chosen Careers Room. You'll see that in the **Look For** box, Careers Room has appeared. Now type the new replacement location that you want these resources to have in the **Replace with** box. I have chosen Library. Click **Replace**. The system will then find all of the resources with the location of Careers Room and replace it with the location of Library. Repeat the process if you want to change any other locations.

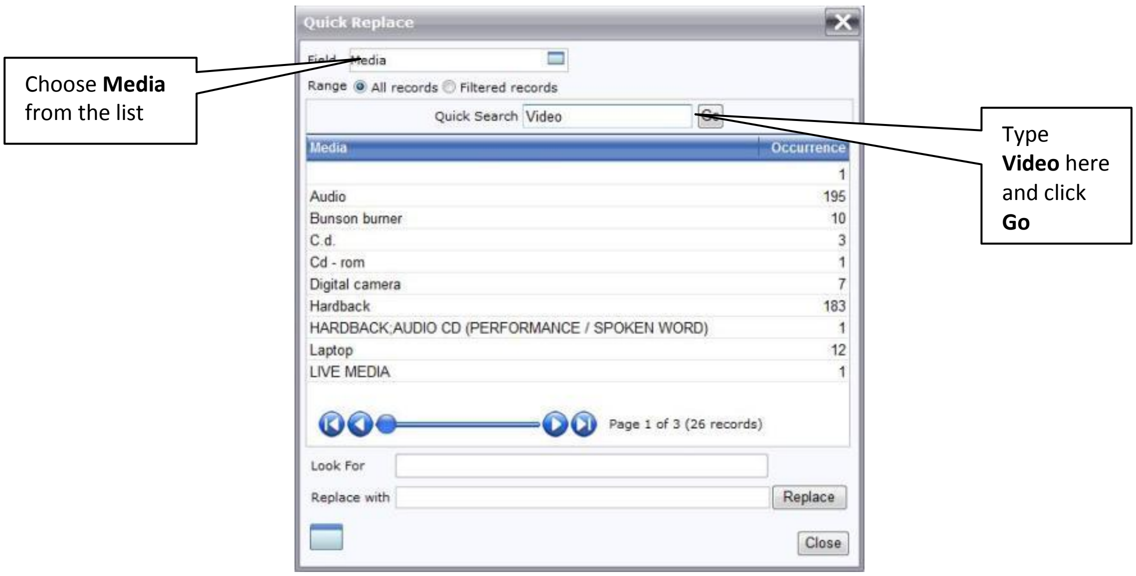


Using Quick Search in Quick Replace

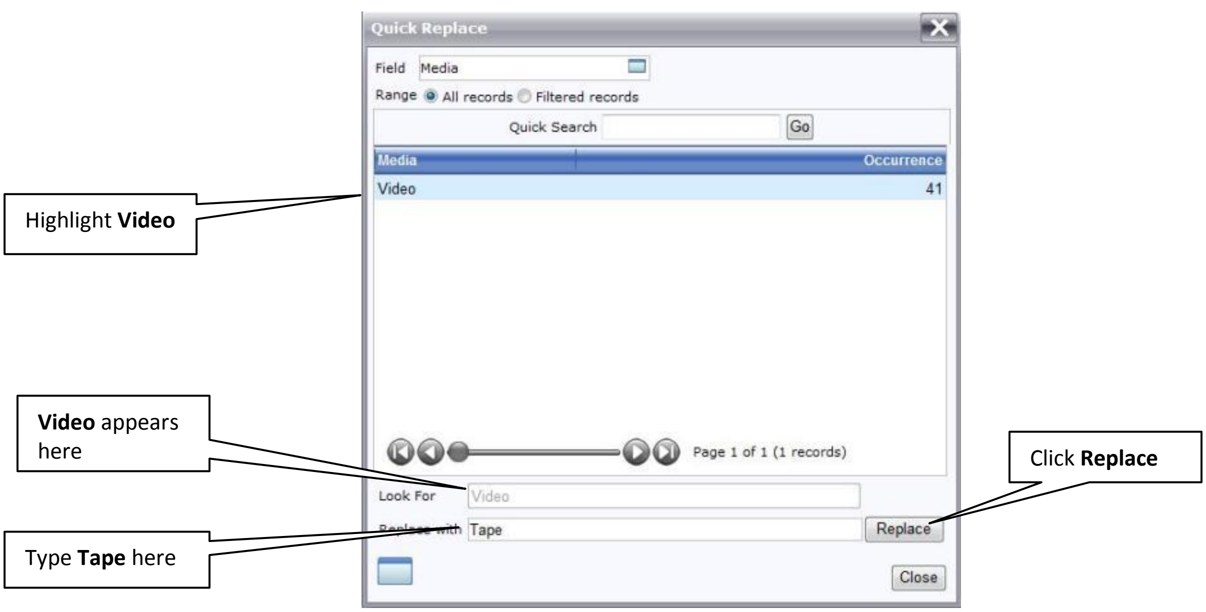
It's possible to search for specific field data using the **Quick Search** function.

You may want to find specific data and replace it with something different. To save you having to scroll down the list of entries in quick replace to find the one you want, you can type the data you are looking for in the **Quick Search** box.
For example: You want to change the media of 'Video' to 'Tape' for all of your resources.

From Quick Replace, choose '**Media**' from the **Field** drop down menu. In the **Quick Search** box, type '**Video**' and then click **Go**.



The media 'Video' has now appeared on the screen. If you highlight it, 'Video' will appear in the **Look For** box. Type 'Tape' in the **Replace With** box and then click **Replace**.



Please Note: The search will **only** be done in the selected field i.e. Media.

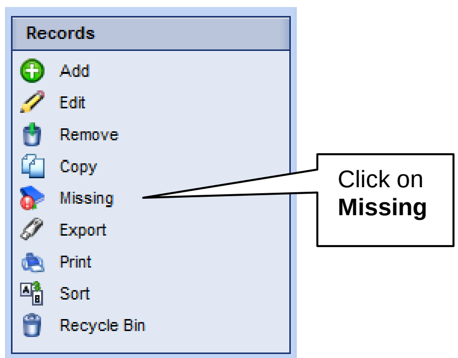
How do I mark a resource as missing?

If a borrower has lost a resource while on loan or a leaver has left with a resource still on loan to them, you may want to mark the resource as missing and return the resource from that borrower's record.

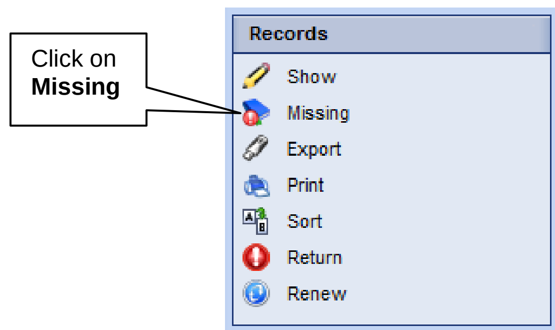
There are various places in which you can mark a resource as **Missing**, all of which are listed below.

Resources and Current Loans Page:

Find and highlight the resource you would like to mark as missing. Click on **Missing** beneath the **Records** section to the right hand side of the screen.

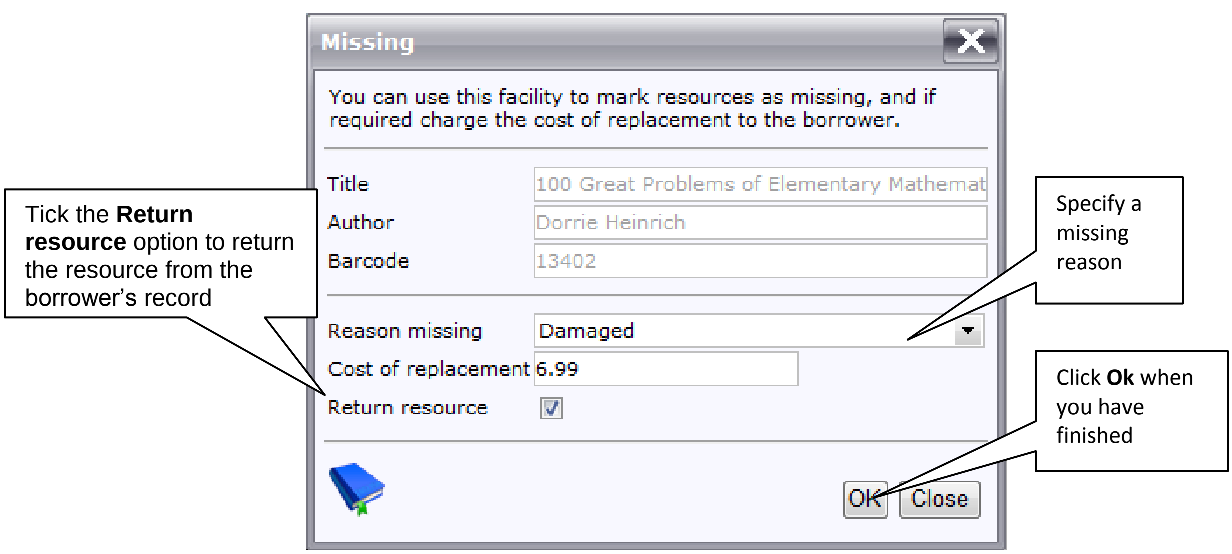


Resources Page



Current Loans Page

On the **Missing** screen, specify a **Reason Missing** by either selection an option from the drop down list, or by typing in a reason manually (this field works like other fields in record cards where, if you have typed in a value manually, that value will appear in the drop down list the next time).
You may also wish to enter a **Cost of Replacement** and select whether you wish to **Return the resource**. We do suggest you choose to **Return resource**; this will remove it from the Borrower's record when placing the resource in the Recycle Bin, and will avoid future confusion as to the whereabouts of the on loan, now 'missing', resource.



Once you click **Ok** the resource will be moved to the **Resource Recycle Bin**. To access the **Recycle Bin**, click on the Recycle Bin icon on the main resources screen under the **Records** tab.

If the resource turns up at a later date, you can simply restore it back to the main catalogue by highlighting it and then clicking on the Restore icon.

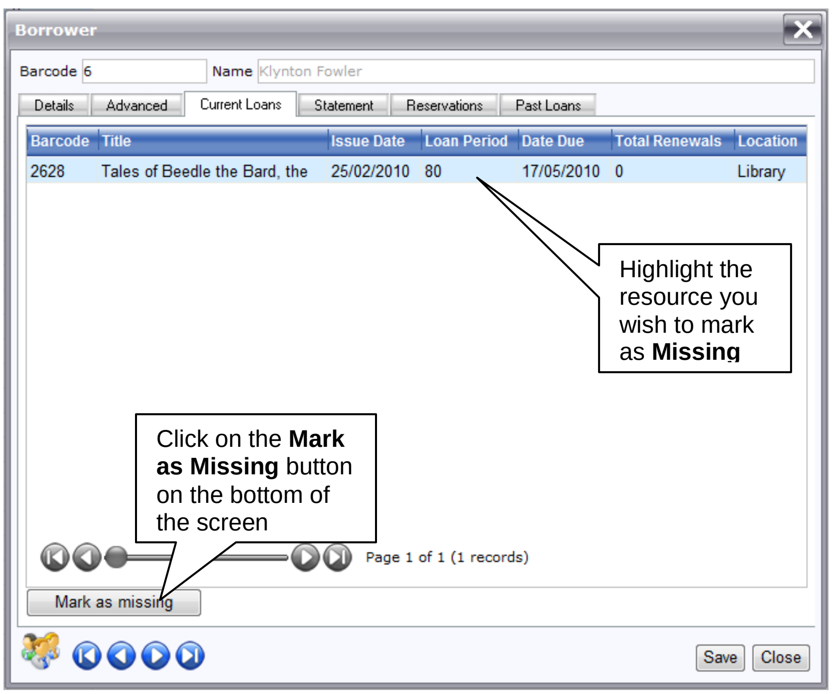
To remove it from the catalogue completely, click on the Delete icon from within the **Resources Recycle Bin**.

Please Note: you will be unable to **Delete** the resource from the **Recycle Bin** if you have not returned the resource from the Borrower's record.

Borrower's Record Card:

From the **Borrowers** screen within **Management**, highlight the Borrower's record you wish to edit, and click Edit on beneath the **Records** tab on the right hand side of the screen.

Navigate to the **Current Loans** tab of the **Borrower record**, highlight the resource you would like to mark as 'missing' and click on the



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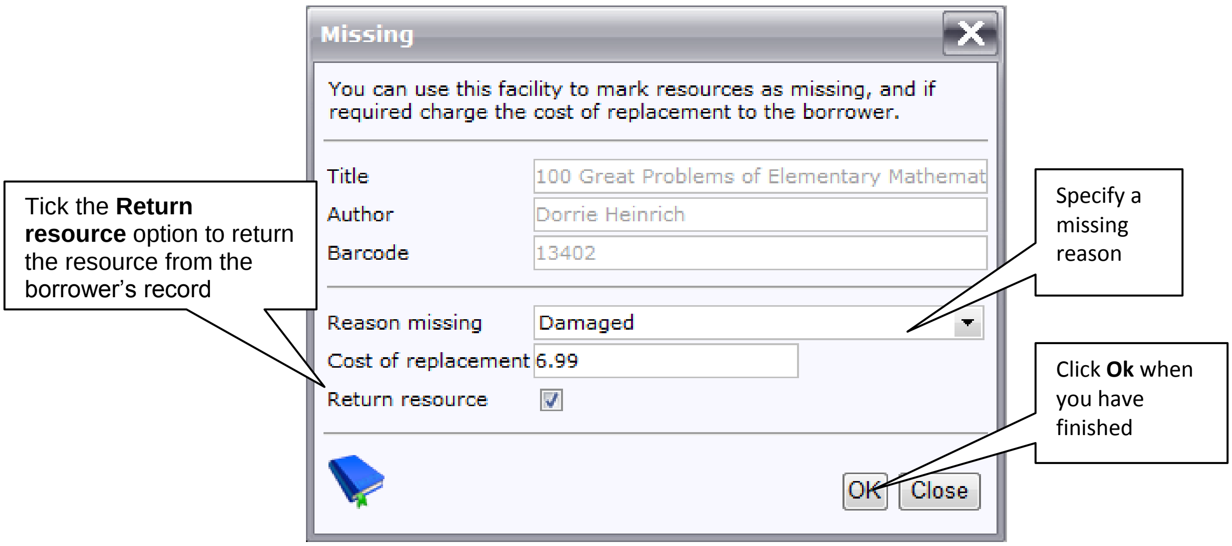
You may also wish to enter a **Cost of Replacement** and select whether you wish to **Return the resource**. We do suggest you choose to **Return resource**; this will remove it from the Borrower's record when placing the resource in the Recycle Bin, and will avoid future confusion as to the whereabouts of the on loan, now 'missing', resource.



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To remove it from the catalogue completely, click on the Delete icon from within the **Resources Recycle Bin**.

Please Note: you will be unable to **Delete** the resource from the **Recycle Bin** if you have not returned the resource from the Borrower's record.

Making Changes To Borrowers and Tutor Groups

How do I edit a borrower?

If you would like to change some details on a borrower's record, simply find the borrower in the **Borrowers** database and then click to open up the record card.

If you have the borrower's PIN to hand, you can type this into the **Go to** box.

If you have the borrower's barcode to hand, you can type this into the **Quick Search** box, select the **Go To** option and click **Go**.

Highlight the borrower, click to open up the borrower's record card.

Make the necessary changes and then click **Save**.

For more information on ways to search your catalogue, see **Chapter 15: Viewing Library Data**.

How do I change a borrower's PIN?

If you change a borrower's PIN, you must ensure that the system is updated to reflect the change.

Open up the borrower's record card by highlighting it and clicking on

Type the new barcode into the **Barcode** field at the top left of the screen and then click **Save**.

How do I delete a borrower?

To delete a borrower from the library, highlight the record and then click on the icon under the **Records** tab on the right of the screen.

Deleted borrowers will be moved to the **Borrower Recycle Bin**.

To access this, click on the icon under the **Records** tab on the right of the screen.

If you change your mind, you can restore the borrower back to the borrower database by highlighting the record and then clicking on the icon under the **Records** tab.

How do I edit a tutor group?

If you would like to change some details on a tutor group record, simply find the tutor group in the Tutor Groups database and then click 

to open up the record card.

Make the necessary changes and then click **Save**.

How do I delete a tutor group?

To delete a tutor group from the library, highlight the group and then click on the 

icon under the **Records** tab on the right of the screen.

Deleted groups will be moved to the **Tutor Group Recycle Bin**.

To access this, click on the 

icon under the **Records** tab on the right of the screen.

If you change your mind, you can restore the group back to the tutor group database by highlighting the record and then clicking on the 

icon under the **Records** tab.

Discovery Online

What is Discovery Online?

Discovery Online is an online database which holds over 2 million Bibliographic Records, over 200,000 Book Cover Images as well as over 700,000 Book Summaries!

Discovery Online will add thousands of colour book cover images and book summaries (similar to back cover blurb) to your own resources database. When your catalogue is searched, a picture of the front cover and/or summary will appear on screen.

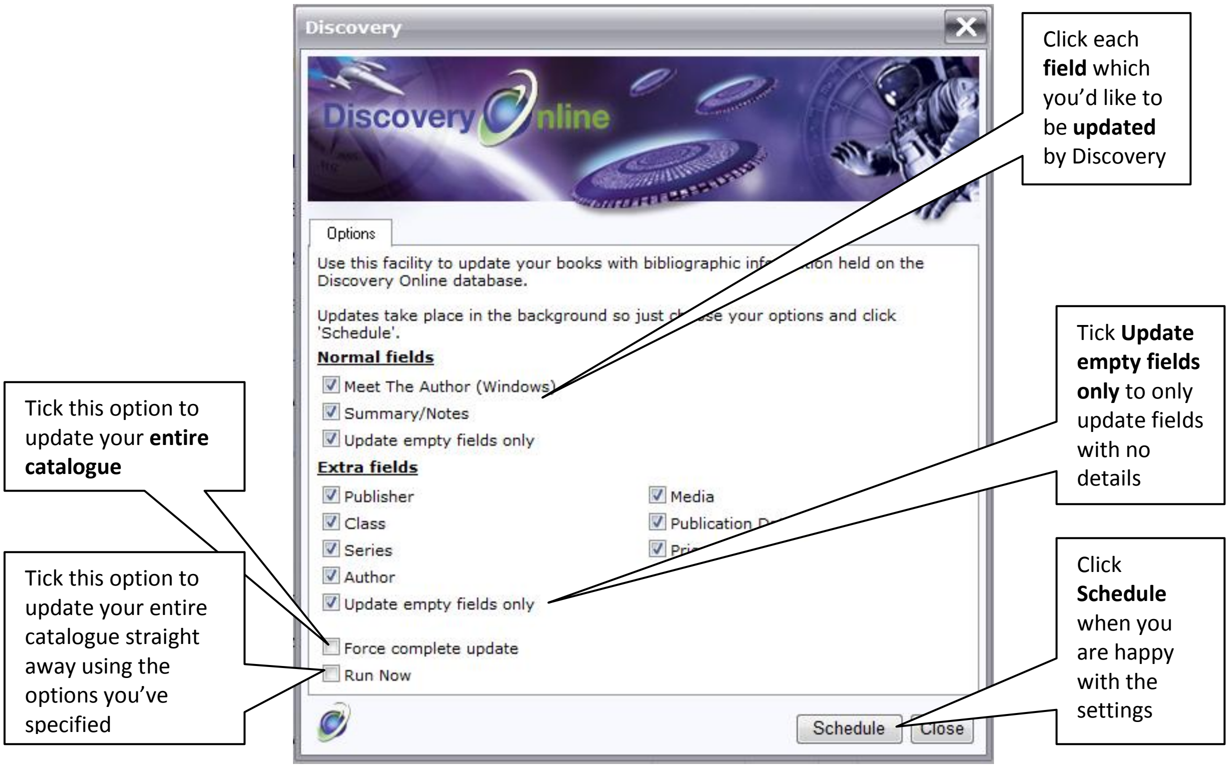
Discovery Online will also automatically find the bibliographic details of new resources added to the catalogue and will open up retrospective cataloguing to a much wider range of users beyond educational establishments. It will fill in any gaps in field entries in your catalogue, for example if you have many records without publishers, Discovery Online will fill in that field for you.

How do I choose which fields to update?

If you have already spent time adding your own bibliographic information, you probably don't want Discovery Online to overwrite it. The system allows you to choose which fields you want to update (if any).

To access the Discovery Online settings, select **Schedule** and then **Discovery** from the menu bar at the top of the screen.

The Discovery Online settings screen will then appear where you can select which fields you'd like to update. When you have entered your settings, click Schedule. This will add a 'task' to the Schedule. (See **Chapter 11: Customising Junior Librarian.net**, section on **Schedule** for more information).



How and when does my catalogue get updated?

Your catalogue records are updated using the **Schedule**. Once you've scheduled Discovery Online to run, it will be added as a **task** to the Scheduler.

When the time comes for the Discovery online task to run, resources in batches of 200 will be updated each night. The schedule makes its selection by sorting all of the records in your database by the date they were last updated.

The scheduler will then update the records with the oldest 'Discovery Last Updated' date with the most recent discovery images and summaries. This ensures that your records are updated in a timely and orderly manner with the least disruption to your system.

To see the Discovery Last Updated date, you'll need to create a new view in the **Resources** database and add the 'Discovery Last Updated' field to it. **(**For details on how to create views see **Chapter 11: Customising Junior Librarian.net,** section on **Page Views)**

For more information on how Schedule works see **Chapter 11: Customising Junior Librarian.net,** section on **Schedule.**

Once you've chosen which fields you'd like to update from Discovery Online, you have **two** options as to when your records next get updated. You can either schedule the update to be run the next day, or schedule it to be run straight away.

Scheduling the Discovery Online update for the next day

Once you have entered the Discovery Online settings, click **Schedule**. The task will be added to the Schedule. The system will then allocate a time between 6pm and 6am for the task to run. The time is automatically allocated by MLS and shouldn't be changed unless instructed to do so. Please contact the helpdesk on 0161 449 9357 if you are unsure.

Scheduling the Discovery Online update to be run straight away

When choosing which fields you'd like Discovery Online to update, tick the **Force schedule to run on save** option at the bottom of the Discovery Online settings screen and then click **Schedule**. The Discovery Online task will then be added to the Schedule and will run within 60 seconds. Once the update is complete, the Discovery Online task will next run at the allocated time set by MLS (see above)

How do I update my whole catalogue?

If you want Discovery Online to update all of your resources instead of just 200, tick the **Force complete update** option on the Discovery Online settings screen. Depending on whether you've set the task to run straight away or at the allocated time, all of resources will be updated. Once the update is complete, the system will revert back to updating 200 resources at a time.

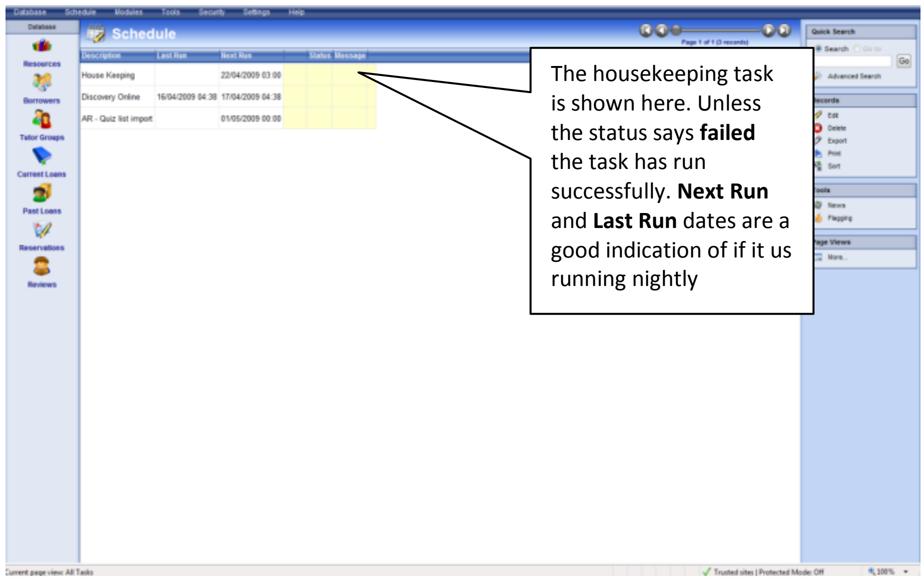
What happens if the Discovery Online update fails?

Discovery Online updates 200 resources each night. If the update fails, perhaps because the internet connection has timed out, the update will start again. It will continue to do this until all 200 records have been updated.

Housekeeping

What does housekeeping do?

Housekeeping runs automatically overnight and makes sure your days overdue, days on loan and fine information is up to date. You can view the progress of housekeeping by clicking on **Schedule** and then **View Tasks** from the menu bar at the top of the screen in **Grown Ups**.



Please Note: If the loan and/or fine information on your resources isn't up to date, there may be a problem with the housekeeping task. In this instance please ask your IT Technician to restart the **MLS Scheduler Service** on the **IIS** server. If this fails, contact the helpdesk on 0161 449 9357 for support.

Chapter 11: Customising Junior Librarian.net

This chapter tells you how you can customise **Junior Librarian.net** to so that it works in the way that you need it to.

The **News** section tells you how to add / edit your own news items, and describes how your **Top Ten Resources** and **New Resources** are displayed.

The **Schedule** section tells you how the scheduler works in relation to Housekeeping, Discovery Online, and Reminders.

The **Page Views** section tells you how to add your own customised views so that when you view your library data, only the information which you require is shown.

The **Settings** section explains what each option in the list does and how it impacts on other settings in **Junior Librarian.net**.

News

Where are my news items displayed?

There are three main areas in which News items are displayed on the **Junior Librarian.net** home screen.

New Resources are displayed when clicking upon the hot air balloon  which can be found floating across the sky on the **Home** screen.

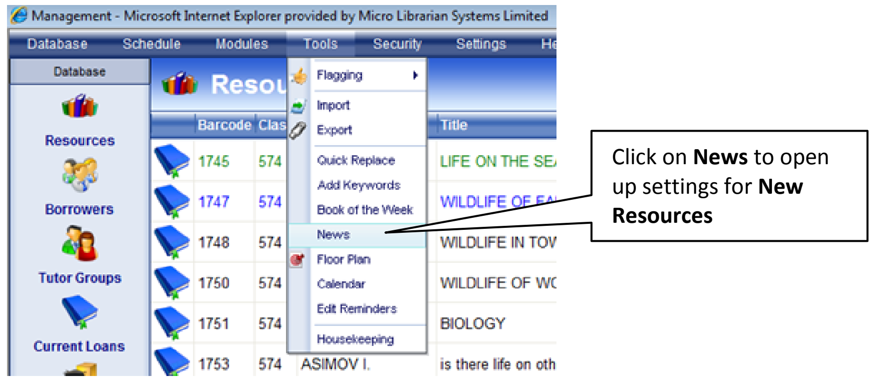
Book of the Week and **other news items** are displayed when clicking on the newspaper 

which can be found on the beach towel on the **Home** screen.

Top Ten resources are displayed when clicking on the books  which can be found on the beach towel on the **Home** screen.

How do I modify settings for my news items?

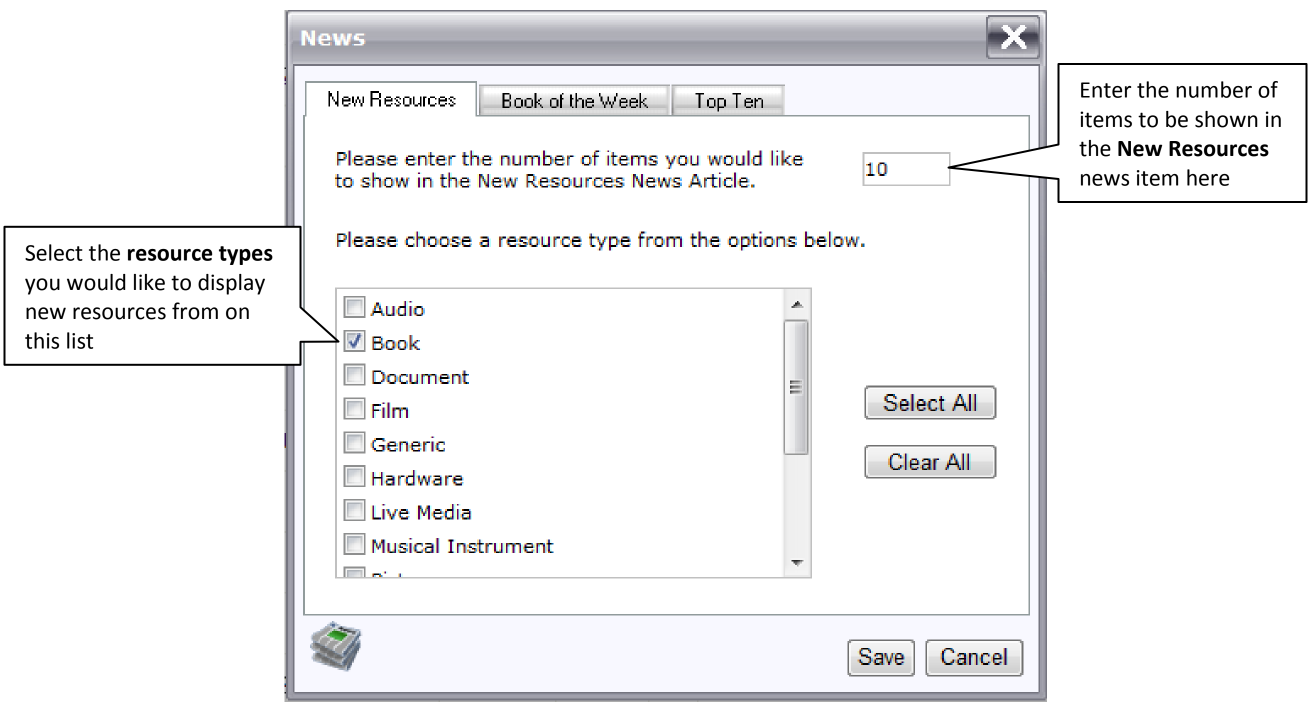
Log into **Junior Librarian.net Grown Ups**, and click on **News** within the **Tools** menu bar.



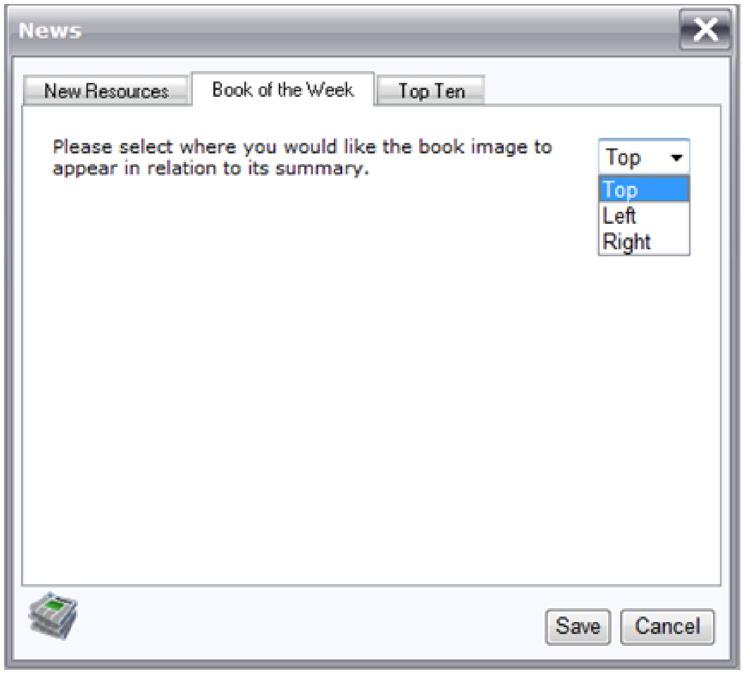
There are three different tabs within the **News** window. The first of the three, **New Resources**, simply allows you to choose which resource types you would like your new resources to be taken from. If you simply leave the resource type of **Book** selected, only new books will be shown. However, if you tick **Film** as well, then new books and films will be shown.

As default, only the resource type of **Book** is selected. This is to avoid students missing out on new books by clogging up the **New Resources** screen with new **Websites** (for example) which they cannot take out of the library.

Another setting on this tab is the number of items you would like to show in the **New Resources** news item. 10 is the default, and recommended, setting.

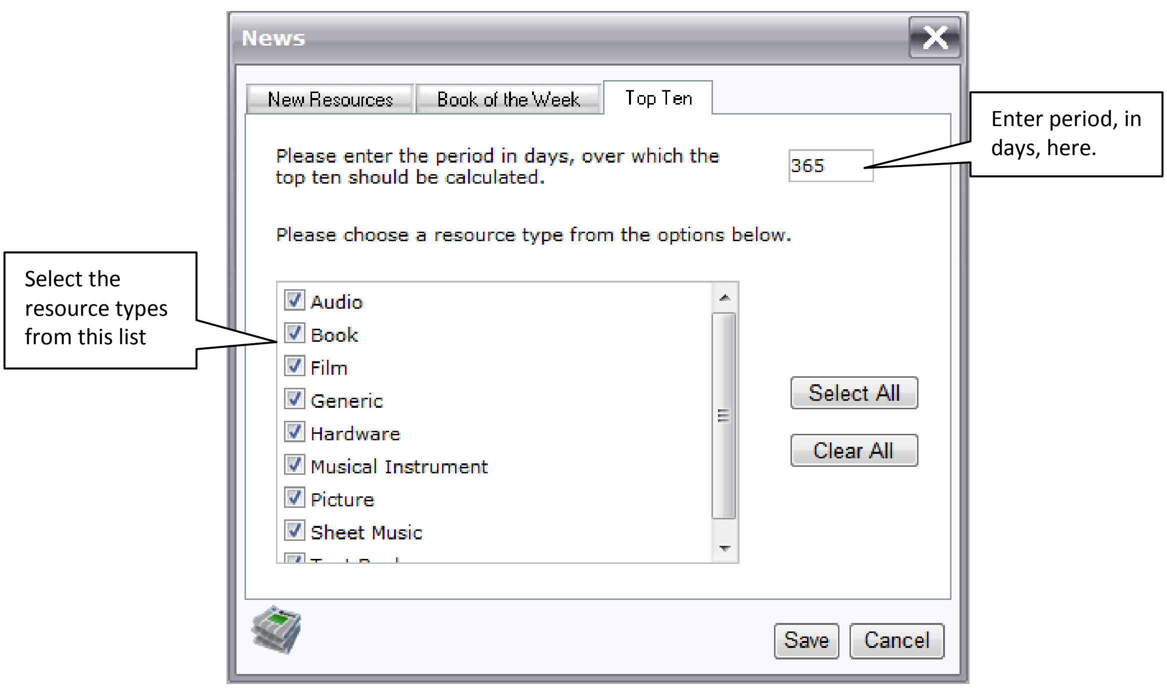


The next tab along, is the **Book of the Week** tab. Within this tab you may simply choose where you would prefer the book image to appear in relation to its summary. There are just three options; Top, Left and Right.



The last tab is the **Top Ten** tab. Again, you are able to select the resource types that you wish this information to be taken from. All resource types are selected as default.

You may also enter the period, in days, over which the top ten should be calculated. The default amount here is set to **365** which means it is calculated per annum. Should you wish to change this to monthly (for example), change this period to 30.



How do I update and view my New Resources news item?

Recently added resources will appear on the below **New Resources** screen automatically, there is no need, or way, for you to manually update this area.

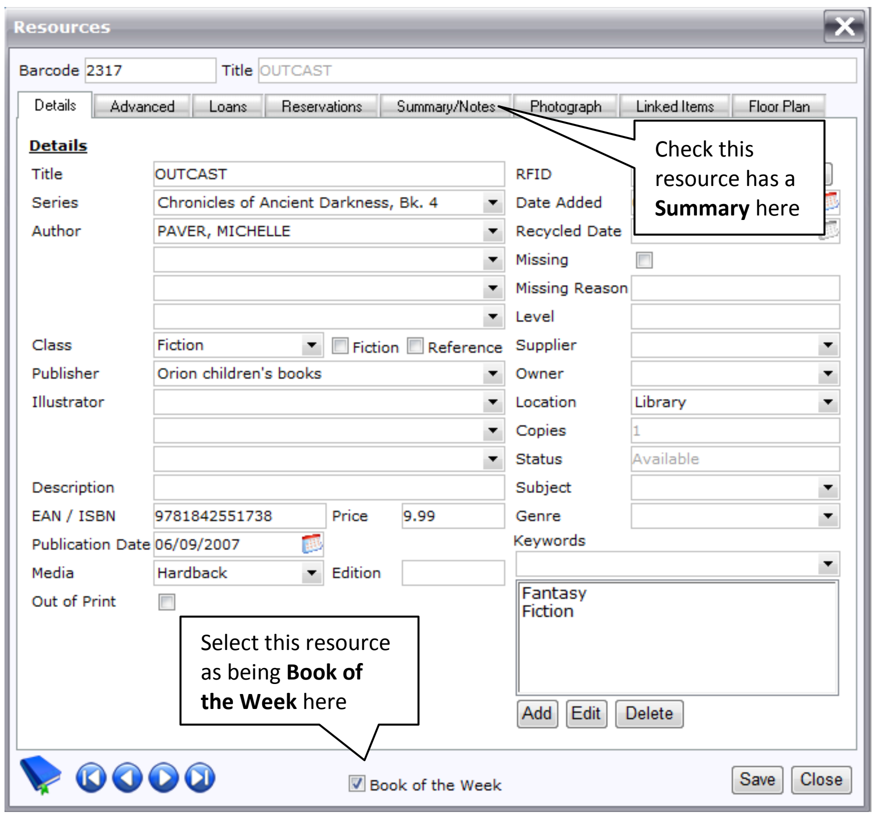
Scroll over each book to view the book cover and summary (if available).

How do I update and view my Book of the Week?

Click on Resources to view a list of all of your resources.

Find the resource you wish to mark as **Book of the Week**. You may do this by either typing the Author's name (for example) into the **Quick Search**, or using the **Advanced Search** facility. (Please see the **Searching Databases** section of **Chapter 14: Viewing Library Data** for further details on using the search facility)

Once you have found the resource that you would like to mark as **Book of the Week**, highlight it and click on Edit to open the resource record.

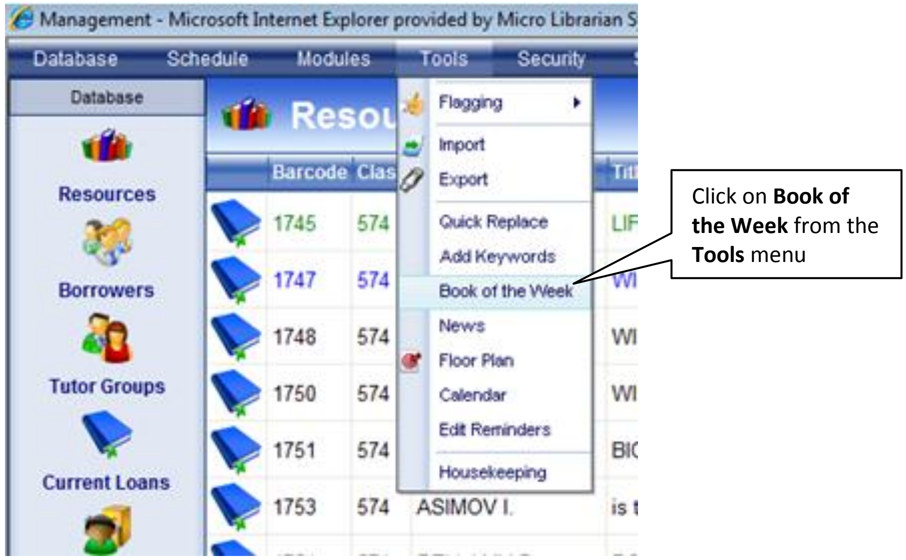


Tick the **Book of the Week** tick box at the bottom of the resource record, and click **Save** to save your changes.

Please Note: The book summary, from the **Summary/Notes** tab, will be displayed with your **Book of the Week** on your **Home** screen. The summary is usually pulled from Discovery Online however; on occasion Discovery Online doesn't have a summary available for the book. If this is the case, you may wish to enter the summary yourself before clicking **Save** on this record; that way your **Book of the Week** article will look more substantial.

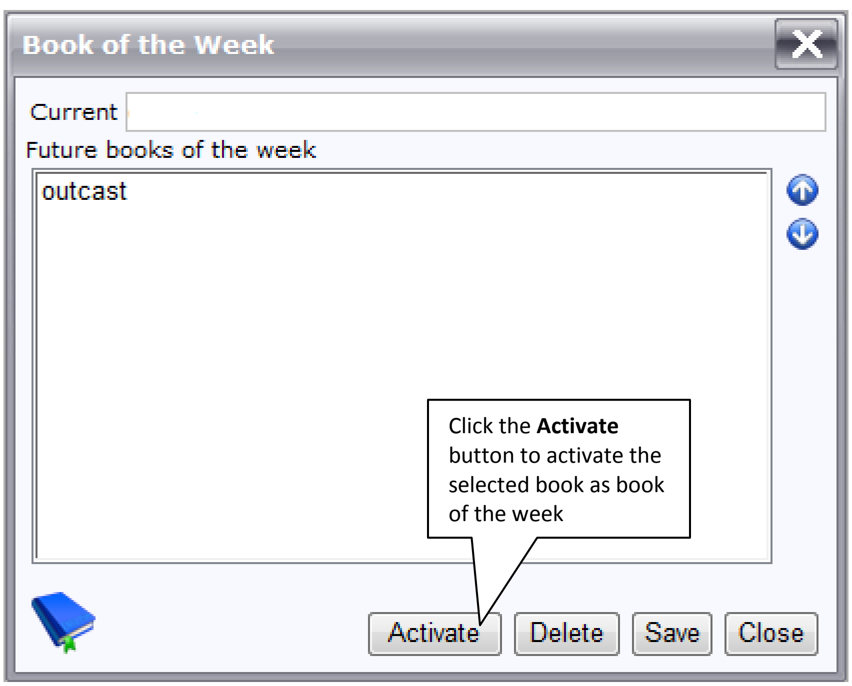
The summary is always taken from the blurb on the back of a book, so can be easily copied from here.

Once the resource record has saved successfully, click on **Book of the Week** from the **Tools** menu

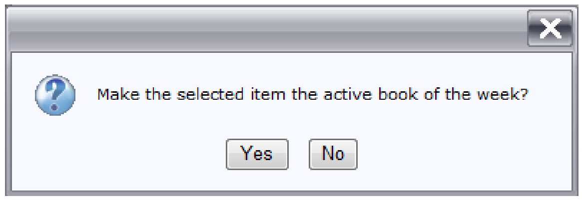


The **Book of the Week** window will open, showing the book that you have chosen to be book of the week.

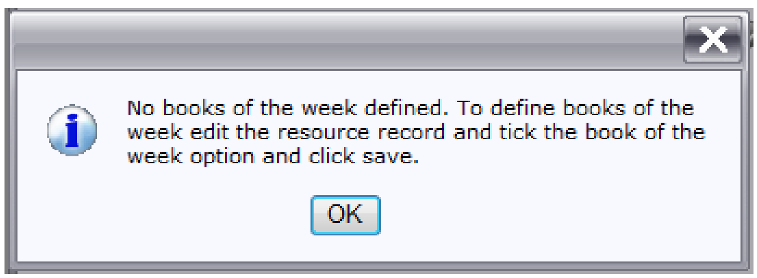
To make this the active book of the week, highlight the record by clicking on the title of the book. Once it shows as blue, click the **Activate** button.



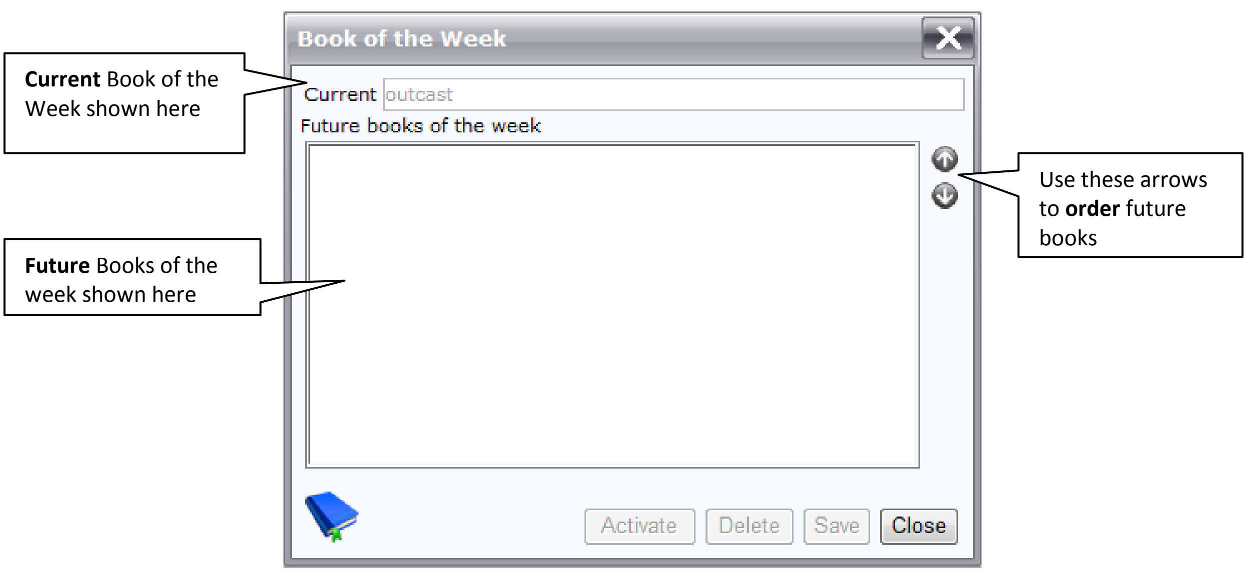
Click **Yes** when the below window pops up.



As this is the first book of the week you have selected, you will more than likely see the below warning pop up. This simply means that no further books of the week are scheduled. Click **Ok** to this warning.



You will see that your book of the week has now moved from the **Future books of the week** window, to the **Current** window. This means that this book is now currently book of the week, and there are no future books of the week scheduled.



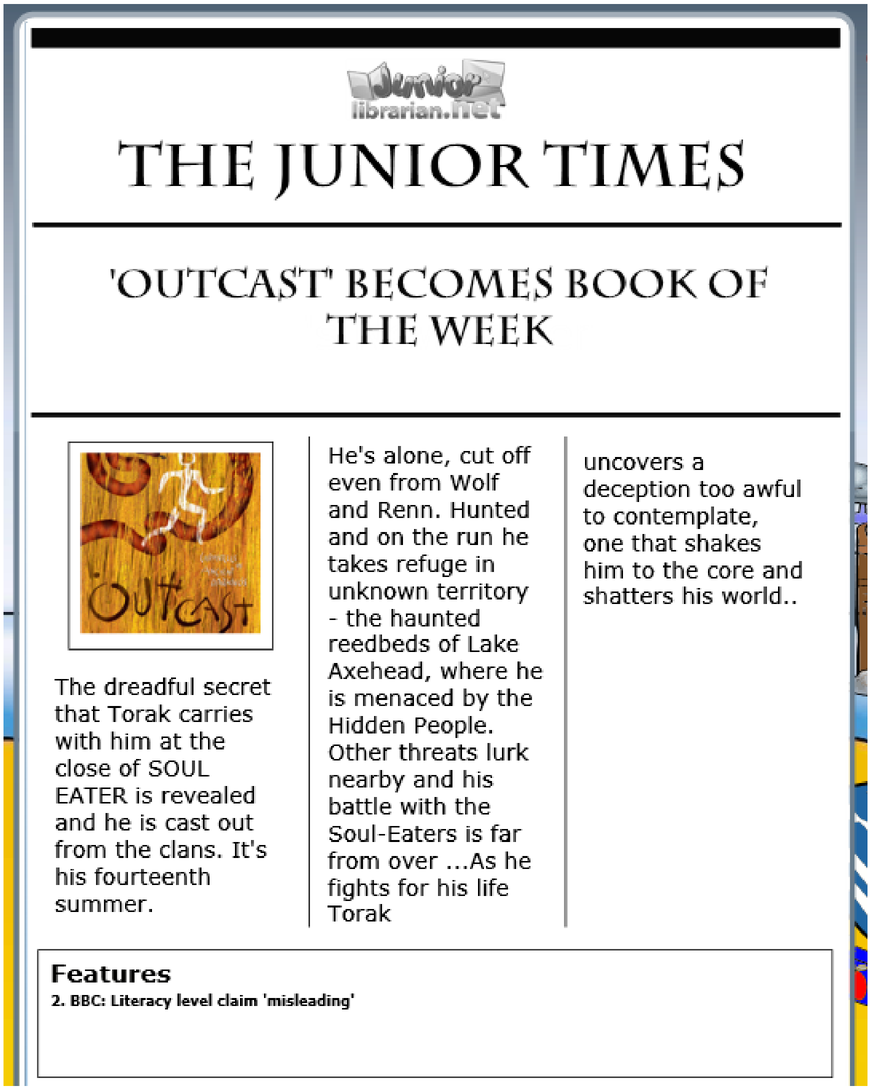
The book you have set as **Current Book of the Week** will expire after one week. If there are no **Future books of the week** specified, no **Book of the Week** will show. In order to schedule **Future books of the week** follow the previous steps to add further books to the **Future books of the week** window. Then, once the current book has expired after one week, the next book in the list will become **Current Book of the Week**. Once that expires, that will be deleted and the

next book will become the **Current Book of the Week** and so on. You may order how they are chosen by highlighting the book and clicking on the ‘s to the left of the window.

To view **Book of the Week**, your students simply have to click on the newspaper icon on the beach towel, displayed on the **Home** page.

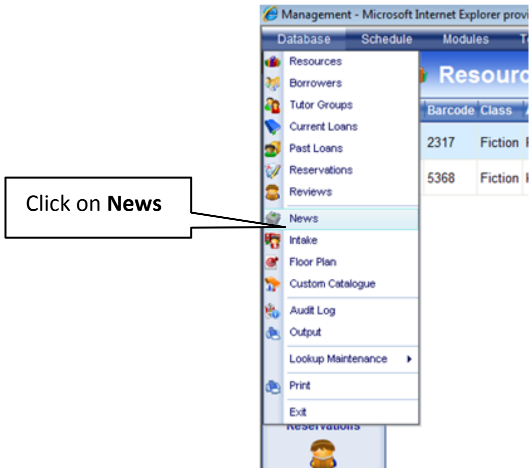
Please note: if you have only just created your **Book of the Week**, the home page needs to be refreshed in order for the changes to take effect.

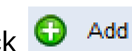
The front page will display the **Book of the Week** in the below format. Take note of the summary, and how it makes the article more substantial. Hence the earlier suggestion of inputting your own summary if necessary.

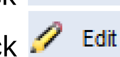


How do I update and view Other News Items?

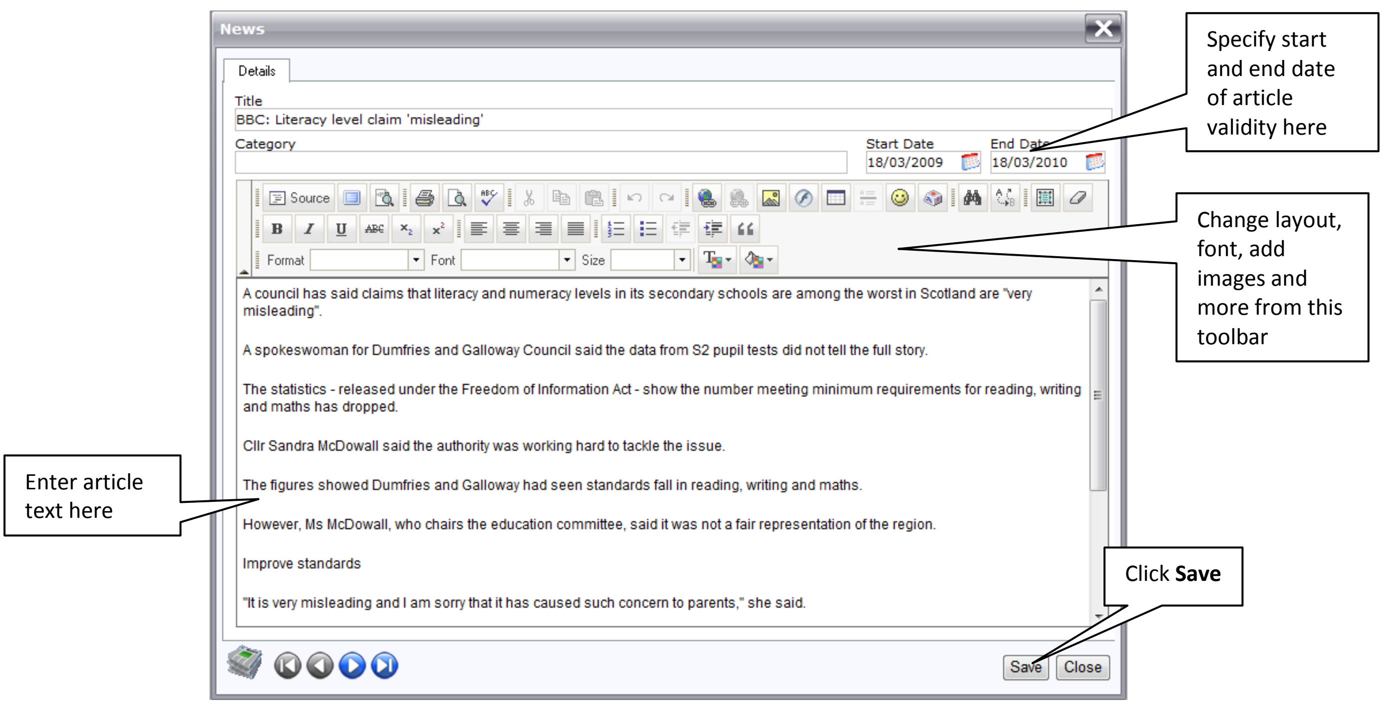
Within the **Grown Ups** screen, click on **Database / News**



All current news items will be listed on the screen. To create a new news item, click 

, alternatively to edit a current news item, highlight the item you wish to edit and click 

The below **News** window allows you to edit the format of your news article.



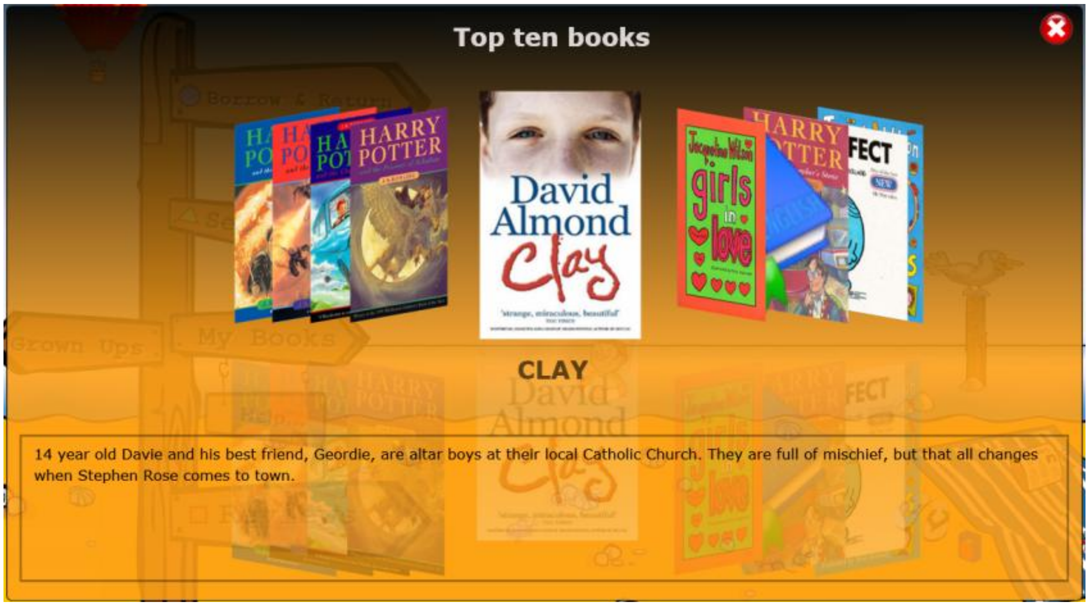
This news article will now be available to **view** by clicking on the **newspaper** on the **Home** screen. To turn the pages of the newspaper, place your mouse of the top corner, click and pull the page over.

Again, please remember you have to refresh the home page for changes to the newspaper to take effect.

How do I update and view my Top Ten Resources?

Again this area is updated automatically; the system looks at your library data, and calculates the top ten most popular resources within your library. These resources are then displayed here.

Scroll over each book to view the book cover and summary (if available).



Schedule

How does schedule work?

The MLS Schedule is a new facility which has been added to Junior .net. It is a windows service that runs constantly on the server. Every minute it will check the list of scheduled tasks to see if any are either overdue or flagged to run now. If there are, the scheduler will run these tasks in the background on your behalf without any intervention from you.

This enables you to update your Discovery Online data on a regular basis, generate reminders, and run housekeeping tasks. All you have to do is create the tasks you want to automate and the scheduler will do the rest!

What is a task?

A task is something which you have asked the schedule to run. It can be any of these:

- Discovery Online Update
- Reminders
- Data Tidy

With these scheduled tasks, you can:

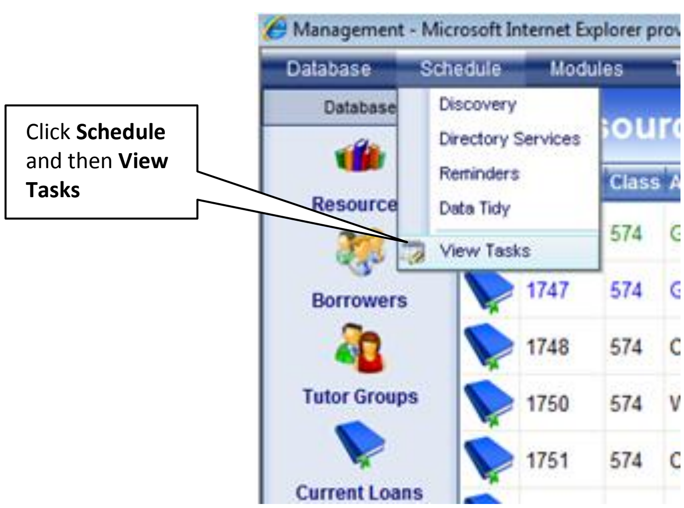
- Schedule a task to run daily, weekly or monthly at a time convenient for you.
- Edit the scheduled task.
- Stop a scheduled task.

Some scheduled tasks can’t be changed. These are:

- Error Log
- Audit Log

How do I edit a scheduled task?

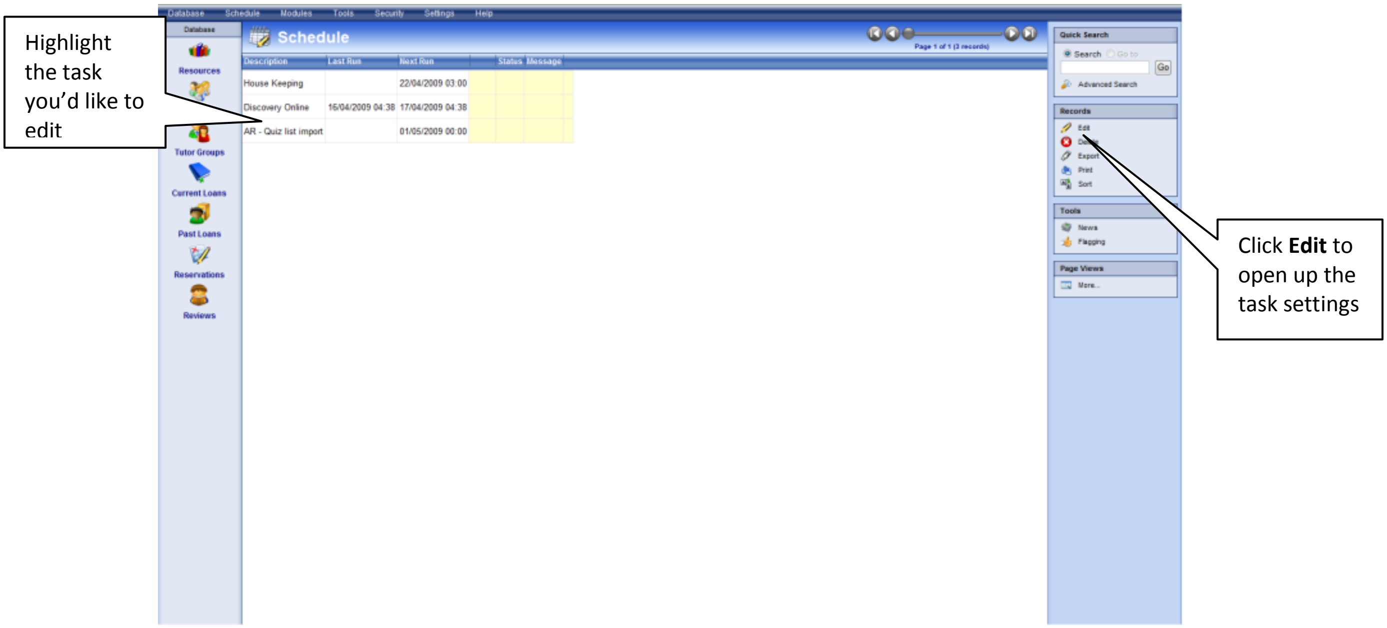
From the menu bar at the top of the screen, select **Schedule** and then **View Tasks**.



The **Schedule** screen will appear which lists all of the tasks you have asked it to run.

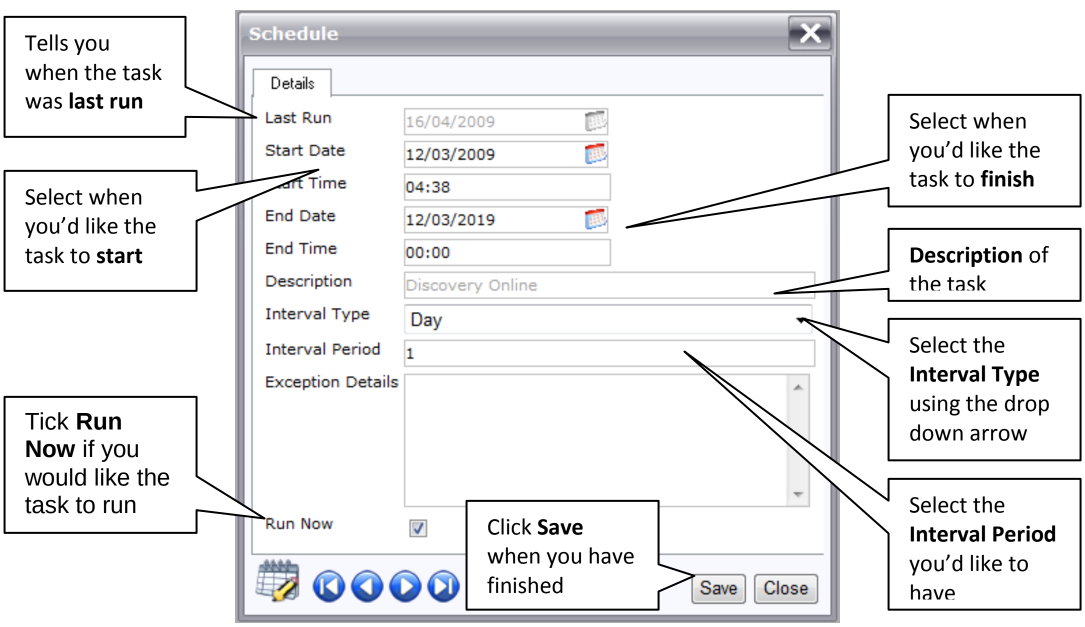
Highlight the task you want to edit and click the 

icon under the **Records** tab on the right of the screen.



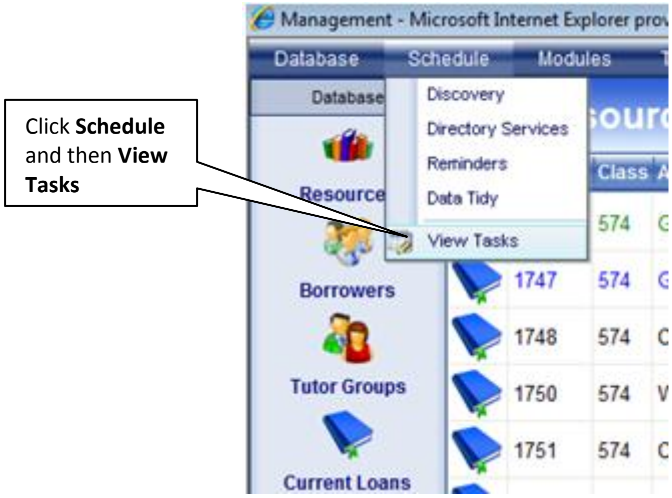
The screen showing the settings for the task will appear. Make the changes you require and then click **Save**.

Repeat this for each task you'd like to edit.



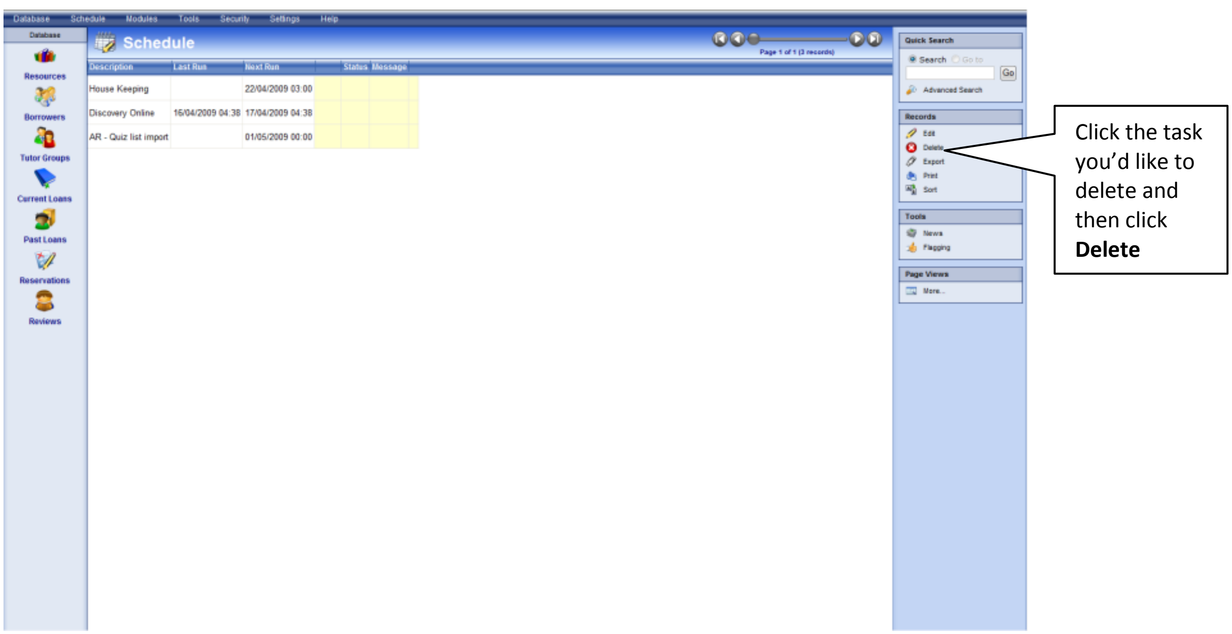
How do I delete a scheduled task?

From the menu bar at the top of the screen select **Schedule** and then **View Tasks**.



The **Schedule** screen will appear which lists all of the tasks you have asked it to run.

Highlight the task you want to delete and click the  icon under the **Records** tab on the right of the screen.



Page Views

What is a view?

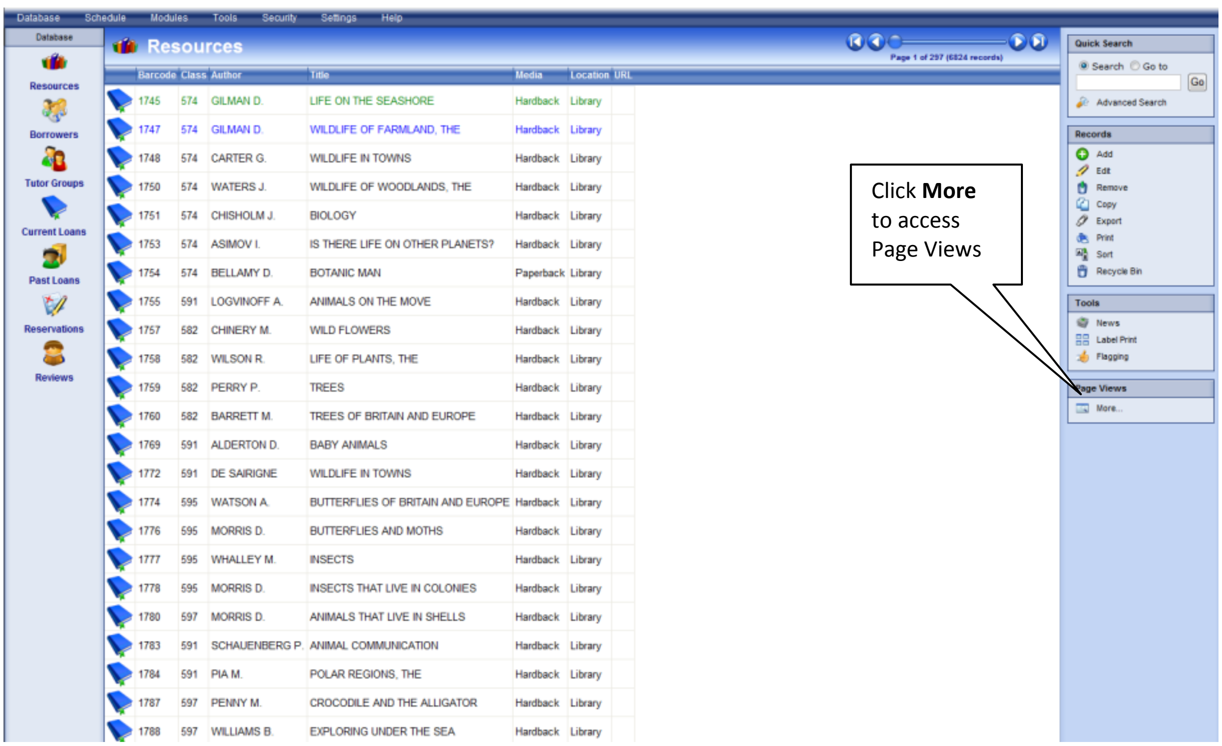
A View is a screen containing the fields and data of your choice. The views, both standard and ones you have created, will vary depending on the database you are in.

The Page Views facility in **Junior Librarian.net** allows you to customise the display in each of the databases by setting your own default view. **MLS** have already set up a number of standard views within each database for you to utilise, these are called **System Page Views**. However, you can create your own **Views** containing the fields and data you wish to display.

How do I create a new view?

Once you are confident about searching the different databases **(**see **Chapter 14: Viewing Library Data)**, you will be able to create your own **Views.**

To access Page Views, click on **More** under the **Page Views** tab on the right of the screen. Make sure you are in the database you want to create the new view for i.e. Resources.



The main Page Views screen will appear.

Please Note: The screenshot above shows the views which have already been created under System Page Views. These are views which are have been created by MLS and cannot be deleted or edited.

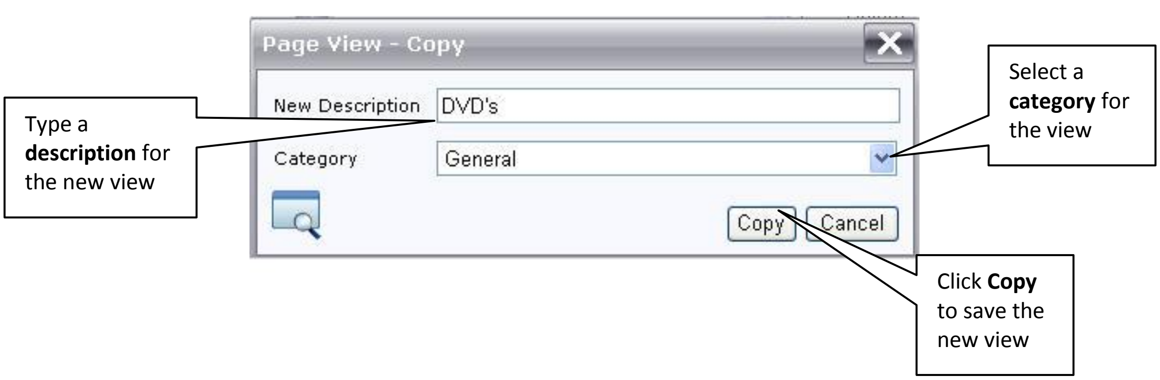
When you are creating a new view, we would recommend that you copy one of the views which have already been set up i.e. All Resources. Doing this means that you don't have to start completely from scratch, and you can then edit and customise the copy.

To copy a view, highlight it and then click the 

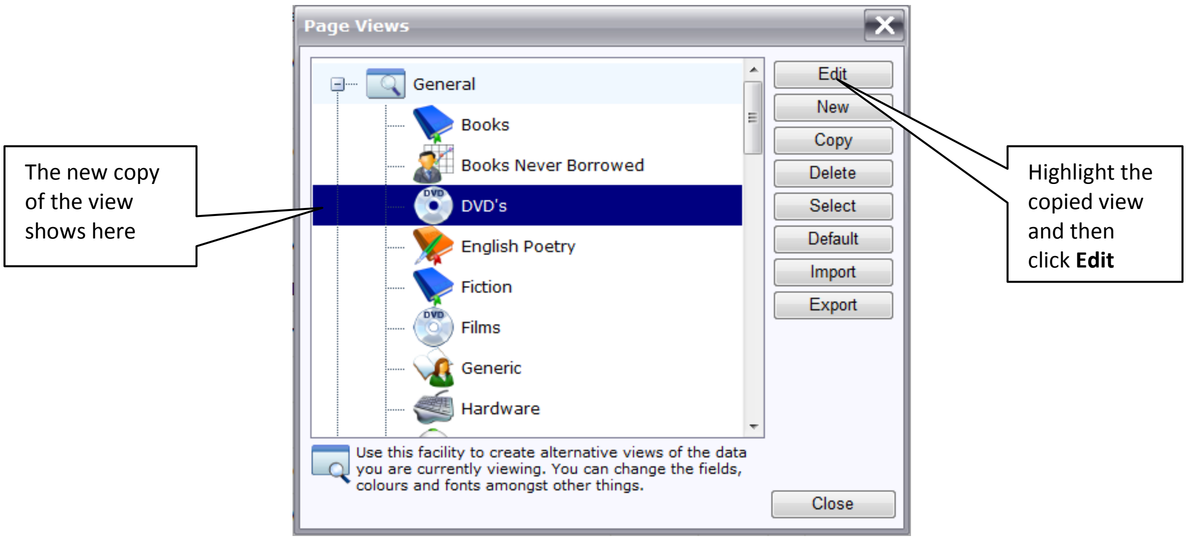
icon on the right of the screen.

Type in a description for the view copy you are creating, relevant to what will be shown in that view. In the screen below, the description is 'DVD's' because I am creating a view which will show all the DVD's in my catalogue. From the Category field, select which category you'd like the new view to be listed in. **Enquiry** means the view information will be seen in **Enquiry** and **General** means the view is just a general view which can only be viewed in **Grown Ups**.

When you are happy with the category and description, click **Copy**.



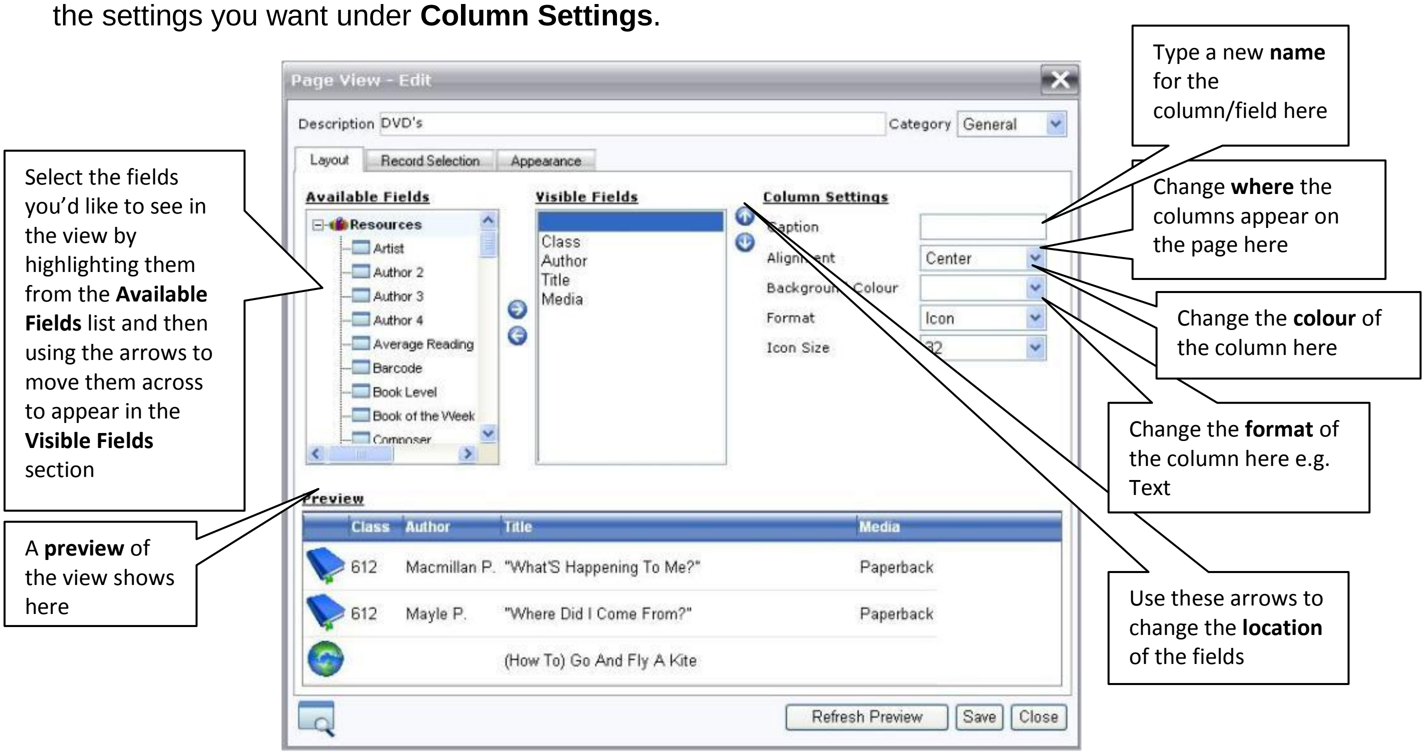
Once you've clicked **Copy**, the copy will then show in the Page Views screen. The view has the correct description; however the information it shows is All Resources because that's the view that was initially copied. You now need to edit the view so that it shows the information you need i.e. DVD's. Highlight it and then click **Edit**.



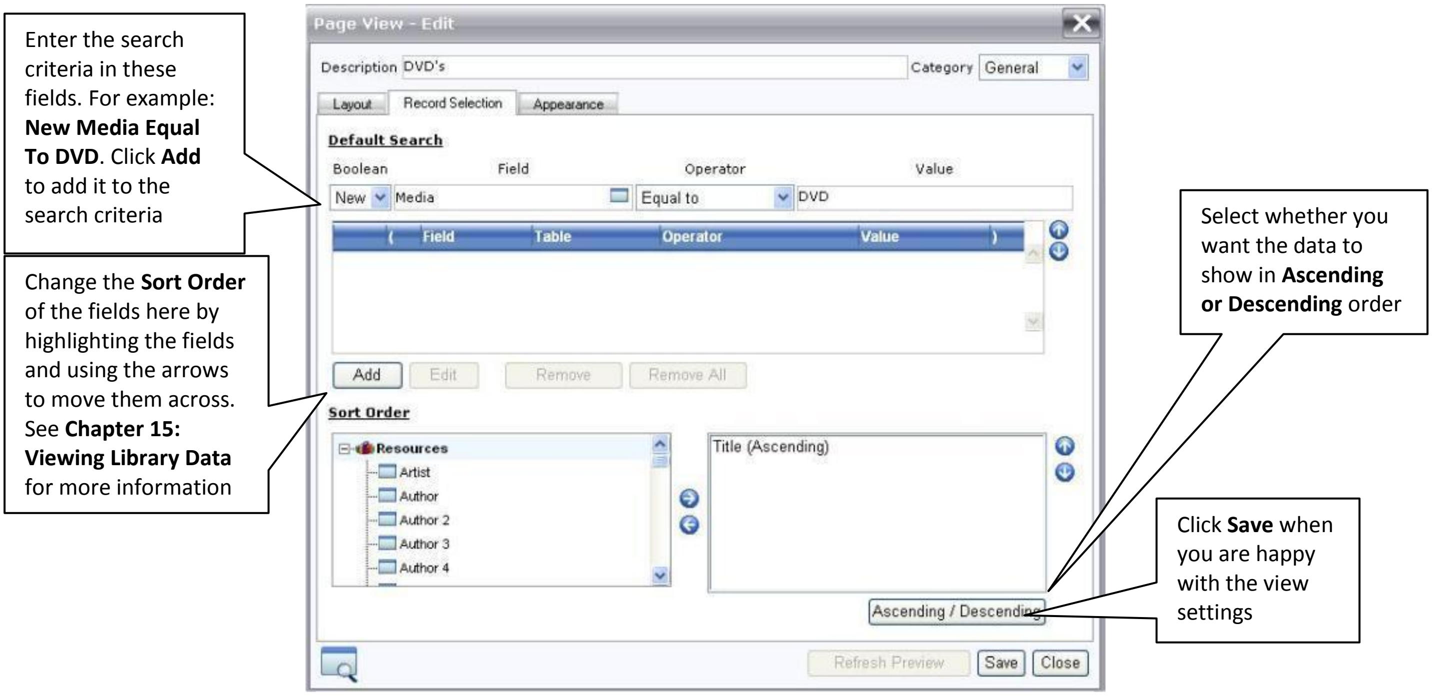
When you have clicked edit, the **Page View – Edit** screen will appear. This is where you can customise the view to show the information you require, in this case DVD's.

You'll notice that there are 3 tabs along the top of the screen:

Layout is where you can choose which fields you'd like to appear in the view. For example, you may just want to see the Title and Author of the resource. In the Layout tab you can also change the settings for the columns. Simply highlight the field in the **Visible Fields** tab and then choose the settings you want under **Column Settings**.



Record Selection is where you set the default search parameters. What this means is that if you set the default search to **'New Resource Type Equal To DVD'** the system will carry out that search criteria whenever you select the DVD view. In Record Selection you can also specify a Sort Order for the fields. **(**See **Chapter 15: Viewing Library Data** section on **Sorting Data** for more information**)**



You can use **Boolean** searching to customise the search even more. This allows you to broaden your search by using **and** and **Or**. Boolean searching is useful because it allows you to refine your search ensuring you get the results you want.

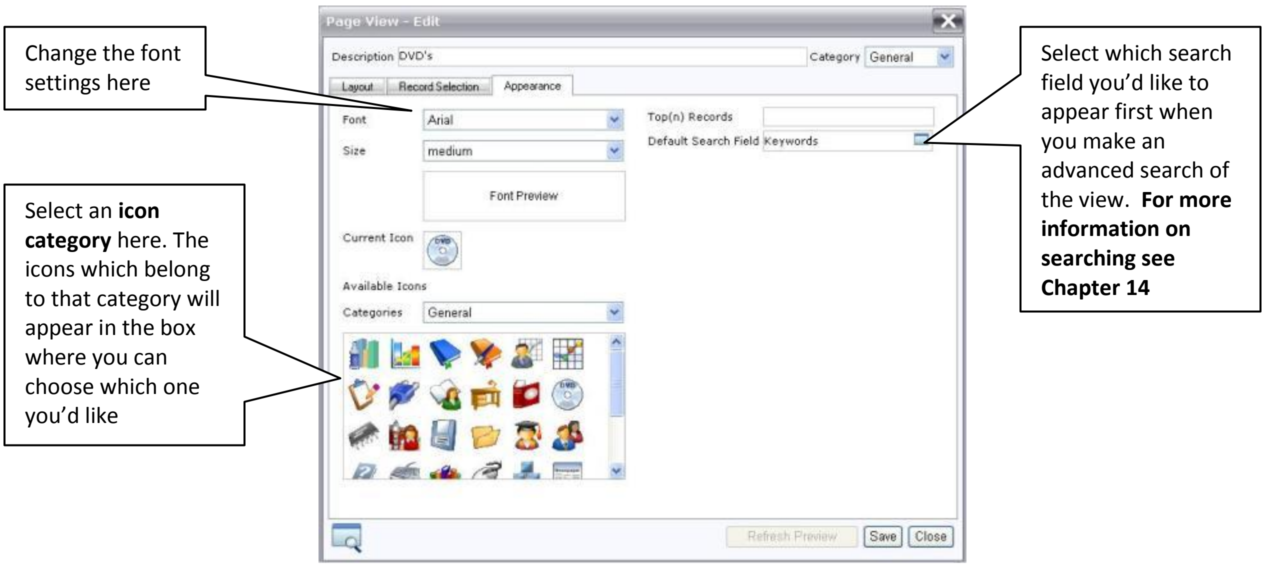
For more information on Boolean searching see **Chapter 14: Viewing Library Data**, section on **Searching Databases**.

Appearance is where you can change the font settings and select a default search field to show when you are in the view for example, Title.

In the appearance tab you can also add an icon relevant to the information which will show in the view. I have chosen the DVD icon (which belongs to the General category) because the view I have set up shows all of the DVD's in the catalogue.

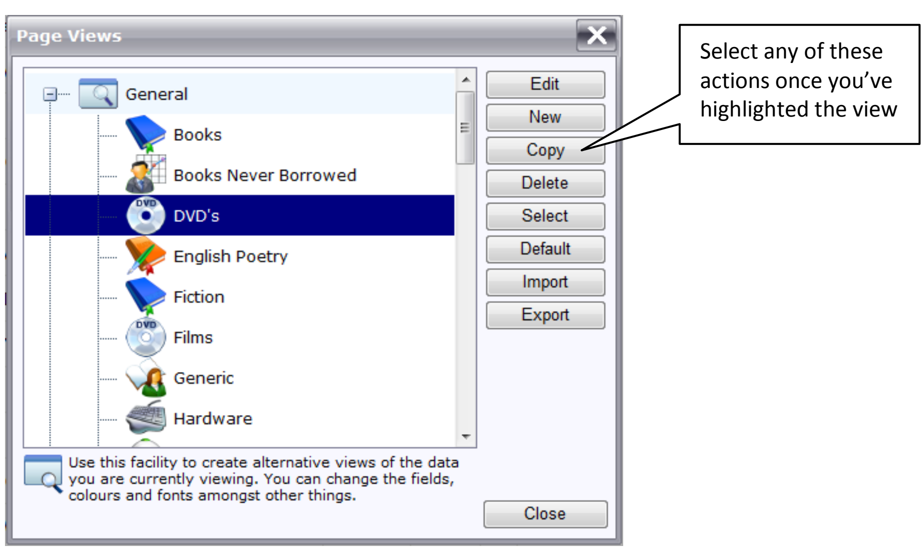
Once you are happy with the settings, click **Save**.

Please Note: The icon which you prefer may be located in any of the categories so we recommend you browse them all until you find the one you want.



The view you have created will now be listed on the main Page Views screen. If you want the view to be the default view i.e. the one you always see when you access Resources, highlight the view and then click on the **Default** tab. To see the view straight away, click on **Select**.

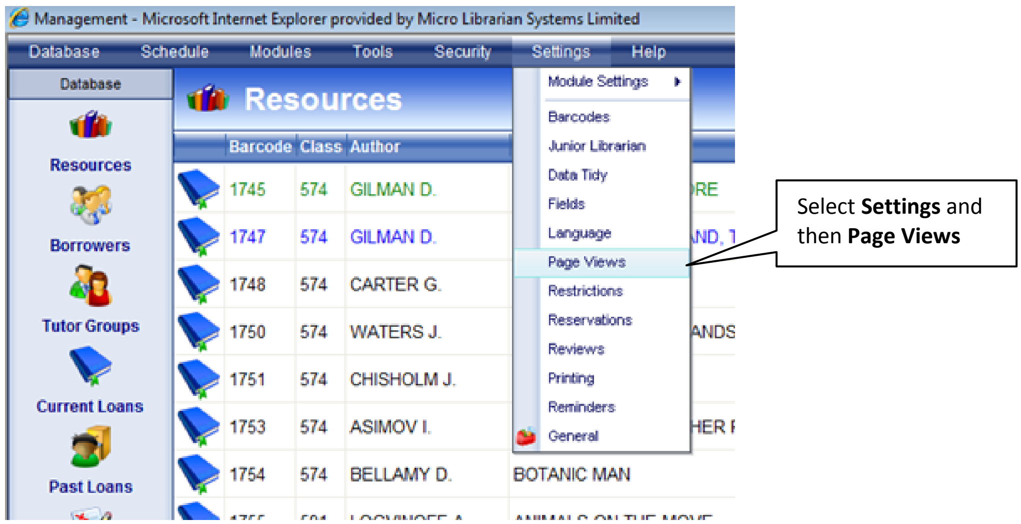
You can carry out any of the actions on the right of the **Page Views** screen by highlighting the view and then clicking on the action.



How do I set default views for my borrowers?

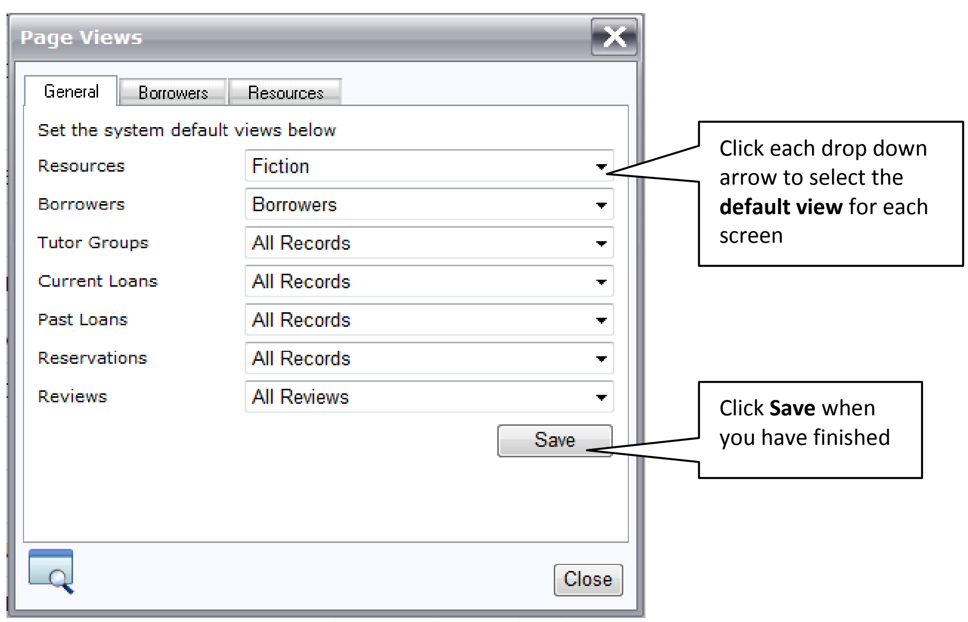
You can set up a system default view for each screen i.e. Resources, Reviews, **Enquiry** etc so that anyone who hasn't specified their own personal default views will see the ones that you've specified when they view each screen. Once they specify their own default views, they will only see those.

From the menu bar at the top of the screen select **Settings** and then **Page Views**.



The **Settings - Page Views** screen will then appear. There are 3 tabs at the top of the screen, **General** is the one you need to select to set your default views.

For each screen, click the drop down arrow to select the view that you'd like to be the default. When you are happy with the settings click **Save**.

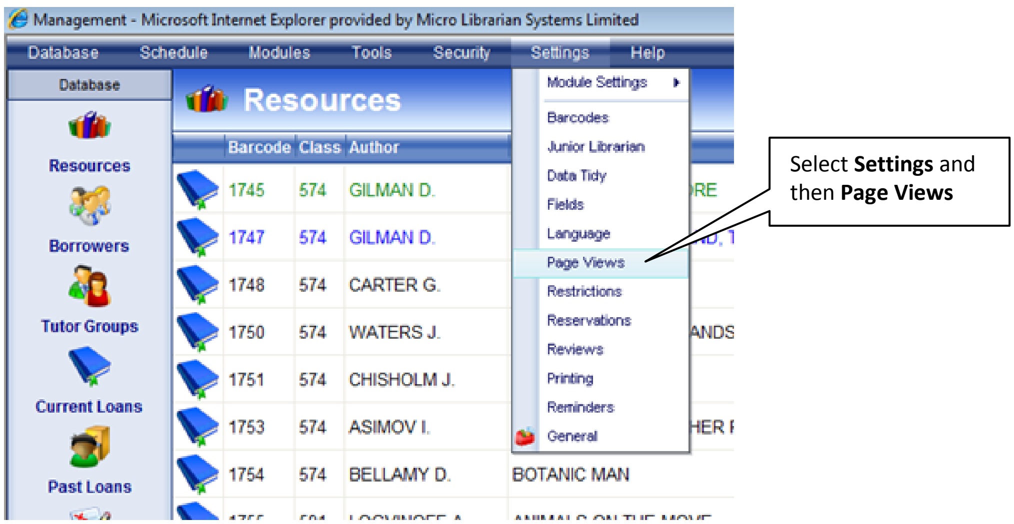


How do I change the information shown on a resource record?

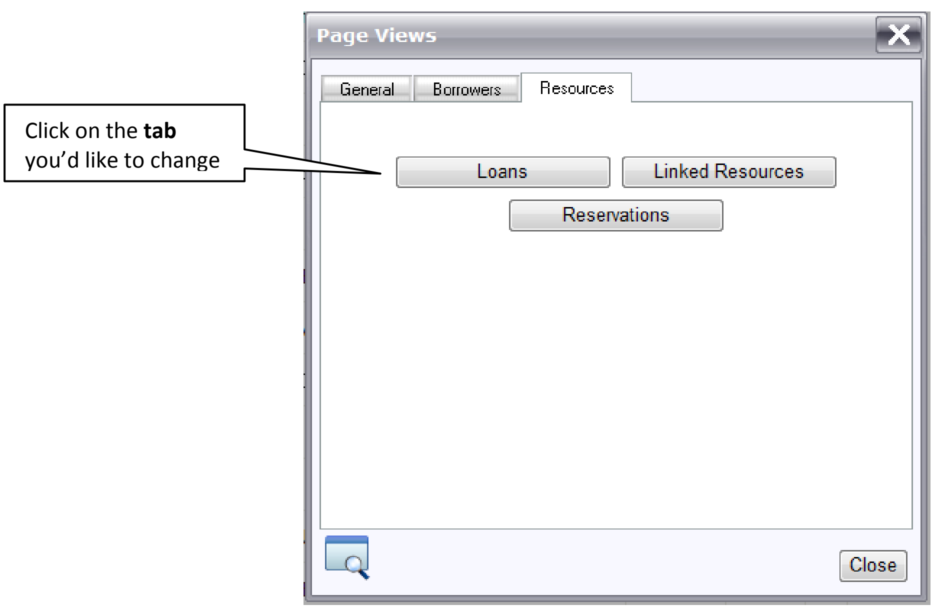
It's possible for you to customise some of the tabs which are held on a resource record. The tabs you can change are:

- Loans
- Reservation
- Linked Resources

From the menu bar at the top of the page select **Settings** and then **Page Views**.

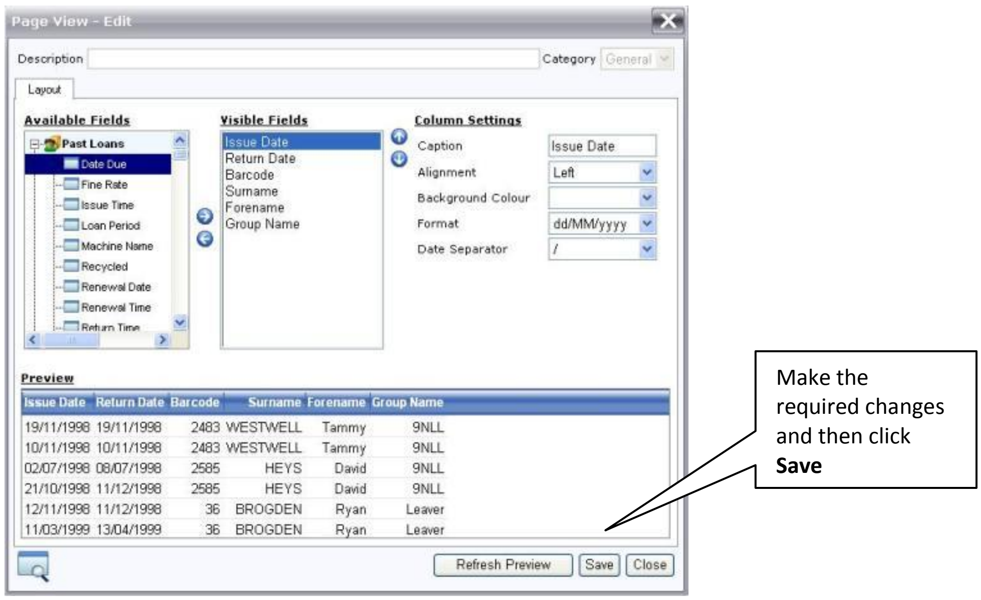


The **Settings - Page Views** screen will then appear. Click on the **Resources** tab. Click on the first sub-tab you'd like to change e.g. Loans.



The **Page View - Edit** screen will appear. This is the same screen you'll see when creating and editing the standard page views, however only the Layout tab is available (See **How do I create a new view**)

Make the required changes to the view and then click **Save.** To see the changes, go into a resource record and click on the tab you've edited.

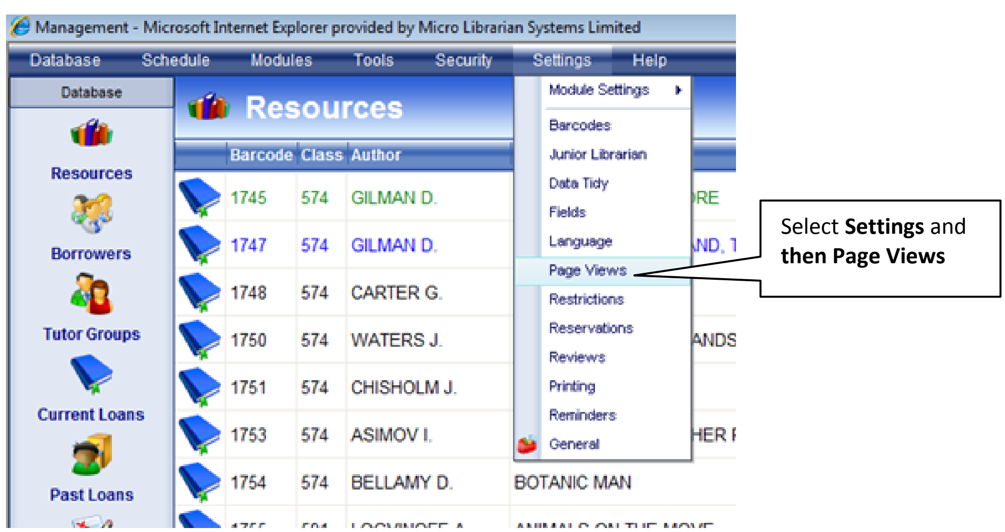


How do I change the information shown on a borrower record?

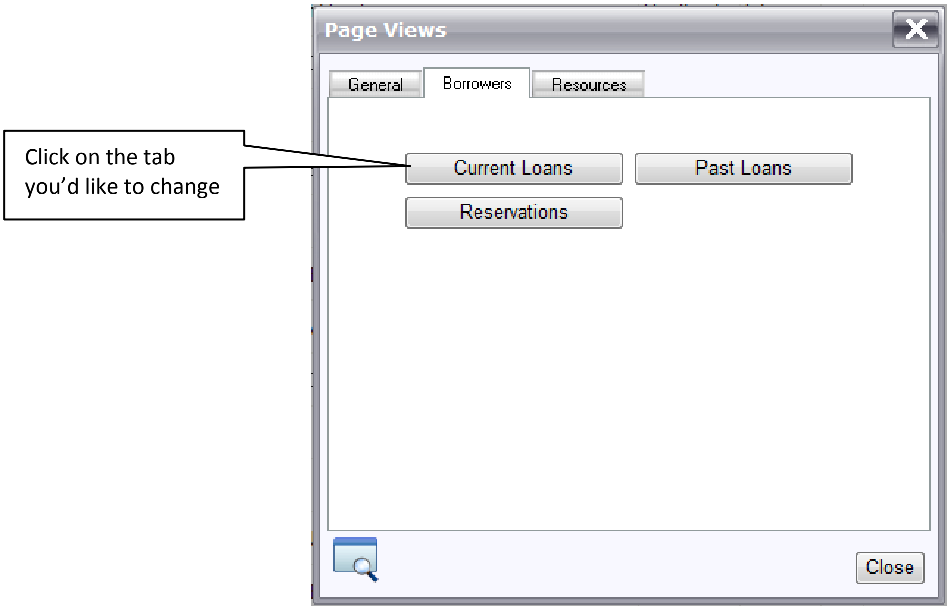
It's possible for you to customise some of the tabs which are held on a borrower record. The tabs you can change are:

- Current Loans
- Reservations
- Past Loans

From the menu bar at the top of the page select **Settings** and then **Page Views**.

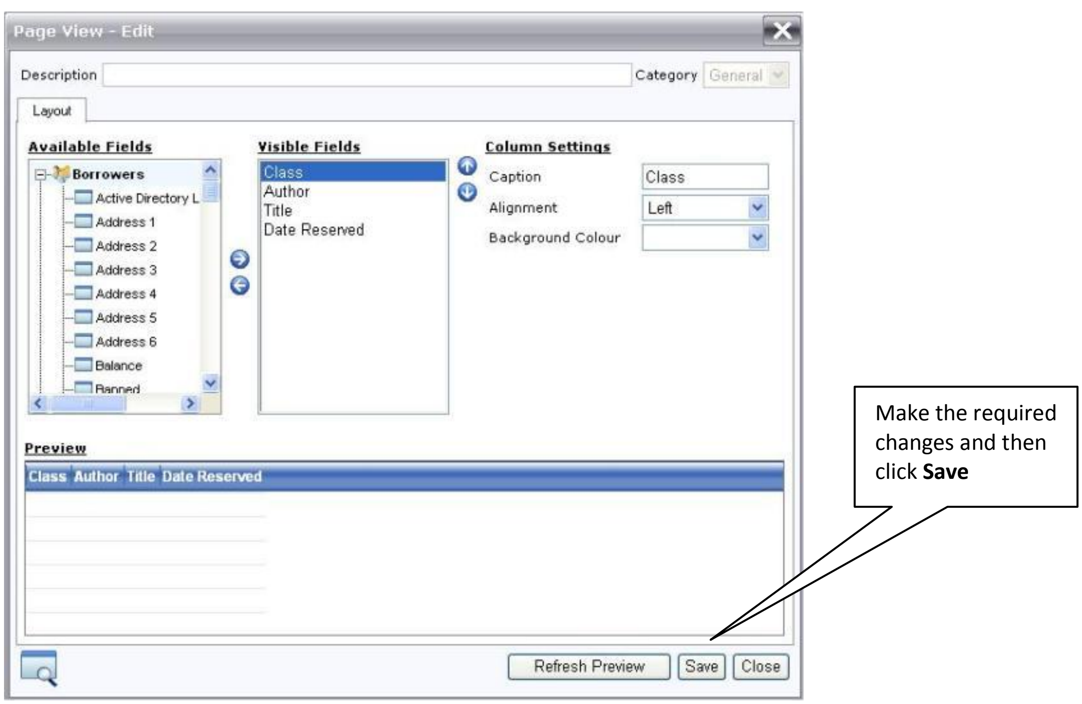


The **Settings - Page Views** screen will then appear. Click on the **Borrowers** tab. Click on the first sub-tab you'd like to change e.g. Reservations.



The **Page View - Edit** screen will appear. This is the same screen you'll see when creating and editing the standard page views. (See **How do I create a new view**)

Make the required changes to the view and then click **Save**. To see the changes, go into a borrower record and click on the tab you've edited.

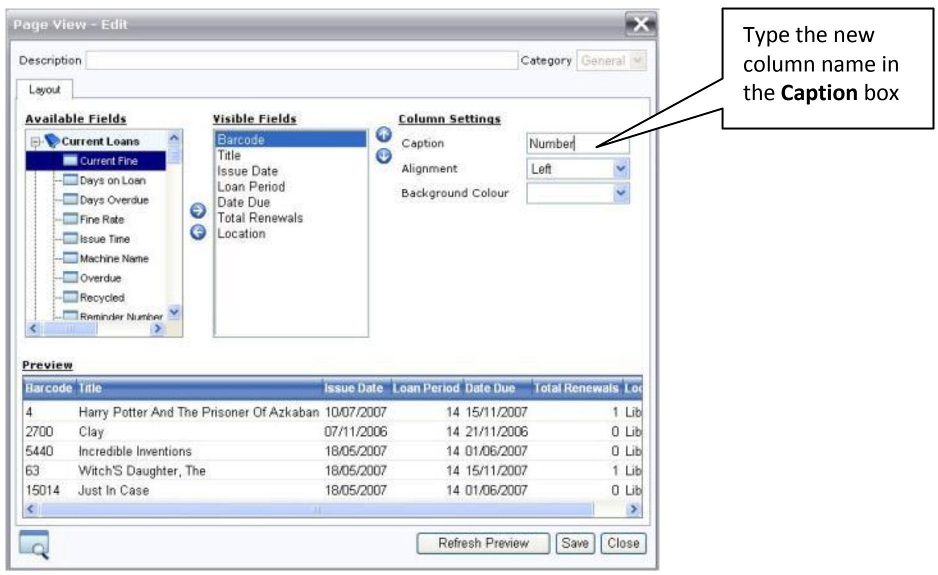


How do I change the column names in my page views?

It's possible for you to change how field names are displayed in your page views. For example, you may want the field 'Barcode' to be displayed as 'Number'.

From the Page View - Edit screen, highlight the field name in the **Visible Fields** list that you'd like to change e.g. Barcode.

Under the **Column Settings**, delete any text in the **Caption** box and type the new word you'd like the field to be displayed as e.g. Number. Repeat this for each field you'd like to change and then click **Save**.

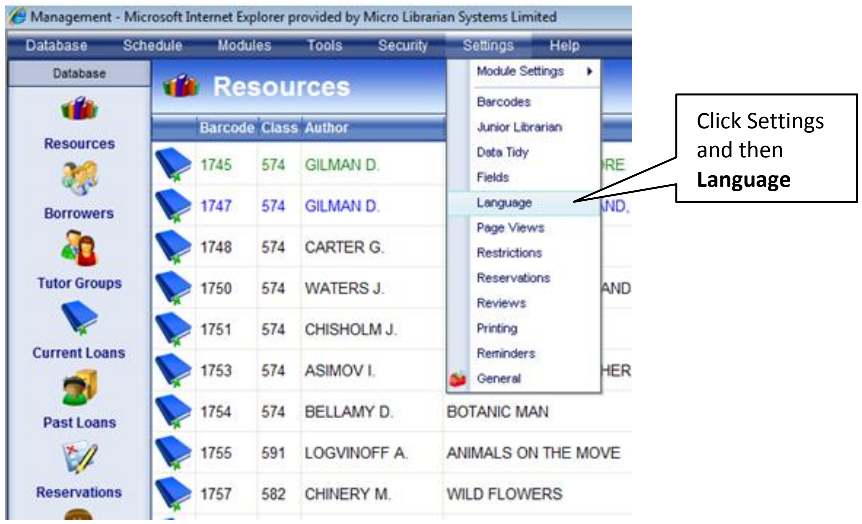


Language

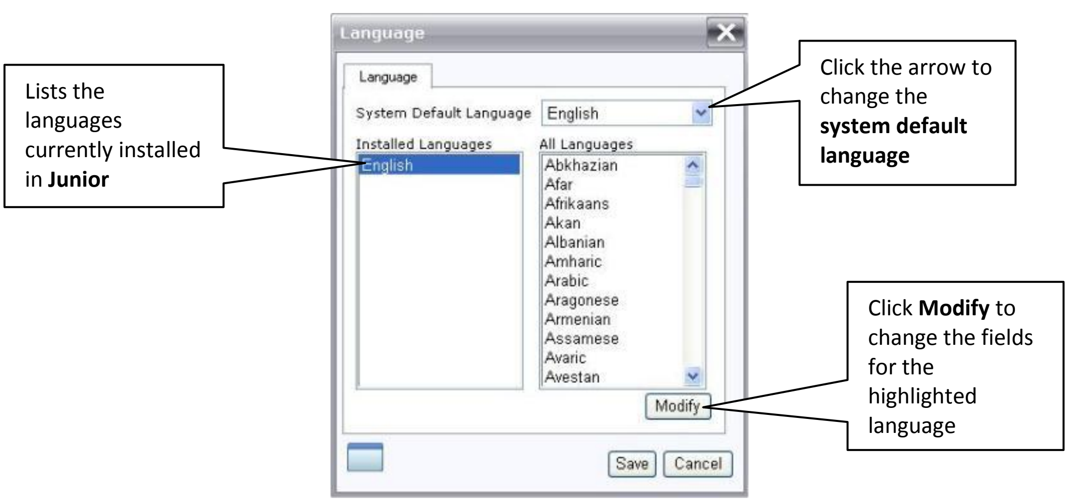
How do I change the field names?

It's possible for you to customise any fields in **Junior Librarian.net**. For example, you may want to change some of the field names which appear in the Resources or Borrower record card.

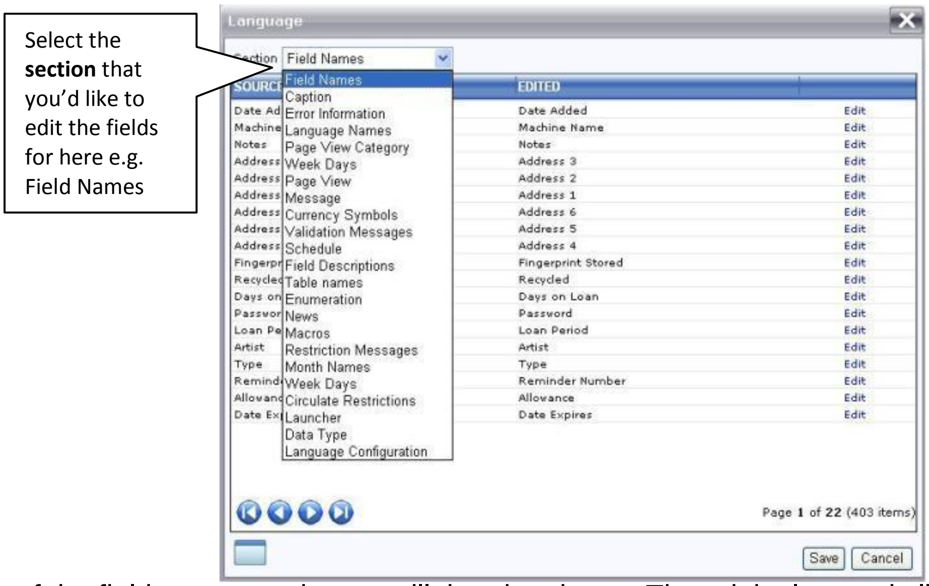
From the menu bar at the top of the screen, click the **Settings** tab and then **Language**.



The Language screen will then appear. Under **Installed Languages**, you will see a list of languages which are included in **Junior Librarian.net**. As you can see from the screenshot below, only English is listed. If your school is based overseas, you will more than likely have more than one installed language on the operating system. Select the Language under the **Installed Languages** heading that you want to change the field/s for and then click on **Modify**.



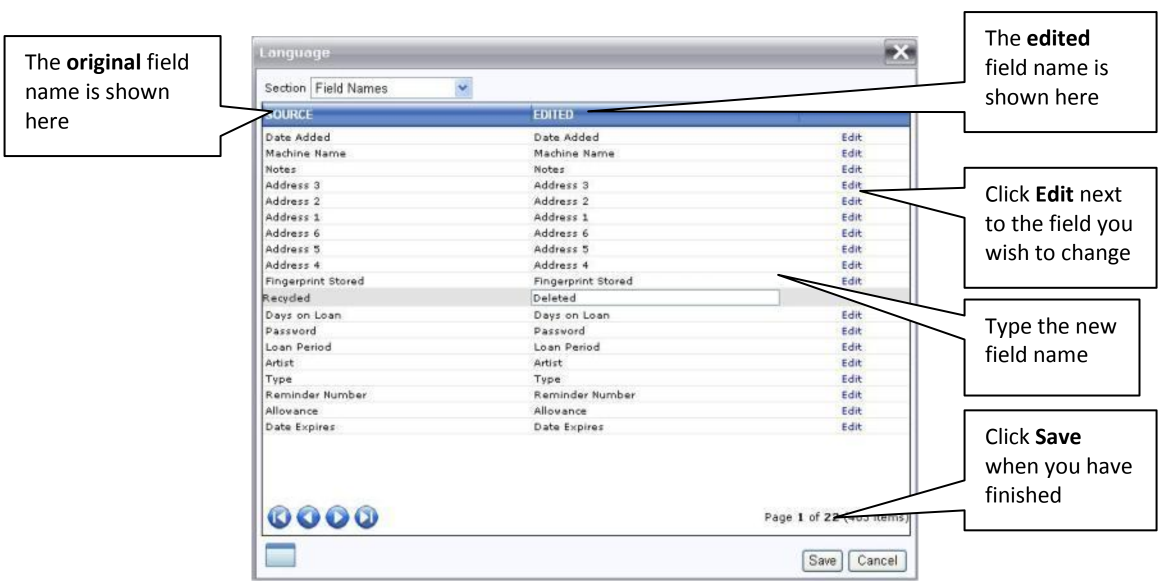
At the top left of the screen under the **Section** drop down list, you can select which section of **Junior Librarian.net** you wish to change the fields for. To change **Field Names**, make sure this has been selected.



A list of the fields you can change will then be shown. The original name is listed under the **Source** heading and any modification name is listed under the **Edited** heading.

To change a field name, find the one you want to change from the list, for example you may want to rename the Recycled field to 'Deleted'. Click the **Edit** option next to the field name that you want to change. Your cursor will flash next to the field name. Type the new name e.g. Deleted and then click **Save** at the bottom of the screen. You will then be taken back to the main languages screen, click **Save**.

The new field names will be shown once the IIS server has been restarted.



Chapter 12: Security

This chapter will explain how security in **Junior Librarian.net** works. It will also tell you how to set up different security groups as well as how to make sure that anyone who accesses **Junior Librarian.net** is given the right permissions so that they can only access the areas which you want them to.

The **Security** section explains how User Manager and Group Manager work, how to change the security restriction group for your borrowers and how to change your password.

Security

When you first launch **Junior Librarian.net**, you will need to **Log on**. This is so that the system knows who you are and what permissions to give you. If you don't log on, you will only have access to **Enquiry**.

Junior Librarian.net security works similarly to Windows security in that each person who accesses the system belongs to a specific security group. Initially, so that you can access the Grown Ups side of **Junior Librarian.net**, you will need to use one of the **default** user manager logon details below:

Administrator - The username is 'Administrator' and the password is 'Microlib'
Librarian - The username is 'Librarian' and the password is 'Password'

NB: Username and password are case sensitive.

Both of these default users are given maximum permissions in **Junior Librarian.net**.

What is user manager?

User Manager is the area in which you can set up users which you either don't want as borrowers in **Junior Librarian.net**; or you wish to have access to the **Grown Ups** area within **Junior Librarian.net**.
This means that rather than someone having to add themselves as a borrower to gain access to the system, they can just use the logon details for the user manager group they belong to.

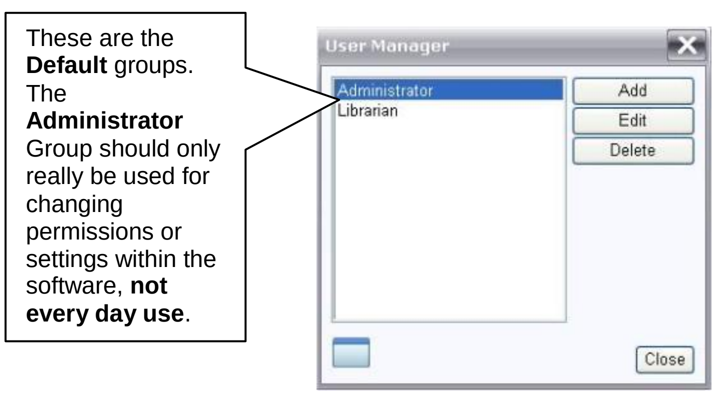
For example: You may want your IT technician to be able to access **Junior Librarian.net**, however you don't want them to be listed as a borrower. You could set up a new user in User Manager called 'IT Technician' and give them the permission settings you want them to have. This means that when they click on **Log in** on the **Junior Librarian.net** home page, they would enter the username and password for their user account. If you don't want to be listed as a borrower, simply create yourself as a new user, making sure that you belong to the Security Group 'Administrators'. (See **How do I create a new user account?** below).

If a user forgets their password, you can go into their account in **User Manager** and change the password.

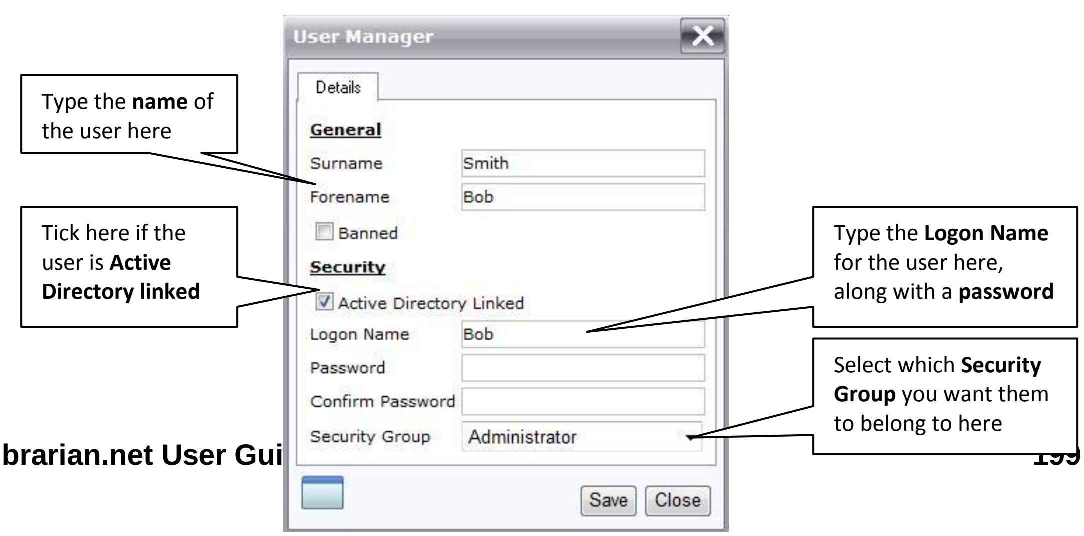
How do I create a new user account?

From the menu bar at the top of the screen, select **Security** and then **User Manager**.

You'll see that there are two default users already set up for you. Click **Add**.



Type the details for the new user, making sure you select which **Security Group** you want them to belong to e.g. Administrator. Click **Save** when you have finished.



What is group manager?

Group Manager is where you set up the permission settings for each of your **Security Groups**. Every borrower needs to belong to a security group. By default, every borrower who is added to **Junior Librarian.net** belongs to the **Guest** security group. This means that when someone either Logs in or is authenticated using **Active Directory**, they will have the permission settings which
belong to the **Guest** security group.

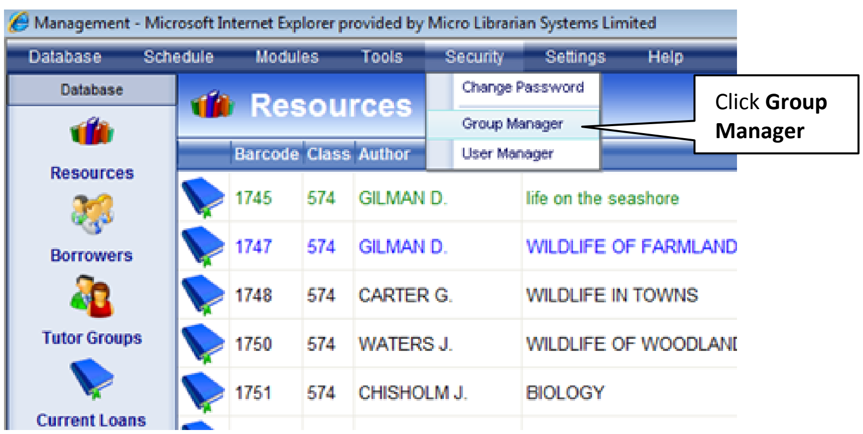
Please Note: The Guest security group has been given some default permissions. Please see page 174 for how to change these.

How do I create a new security group?

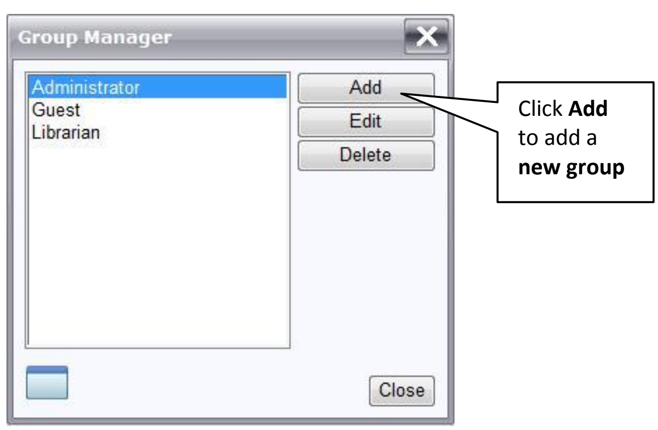
There are three security groups which have been created for you. These are **Administrator**, **Librarian** and **Guest**. The Administrator and Librarian groups have full permissions, whereas Guest only has limited permissions.

If you have converted from Junior 2 or a different library Grown Ups system, all borrowers will belong to the Guest security group. You may want to create a new group, perhaps for your staff borrowers and give them more permissions.

From the menu bar at the top of the screen, select **Security** and then **Group Manager**.



Click **Add**.



In the **Description** box, type a description for the group you are creating e.g. Staff.

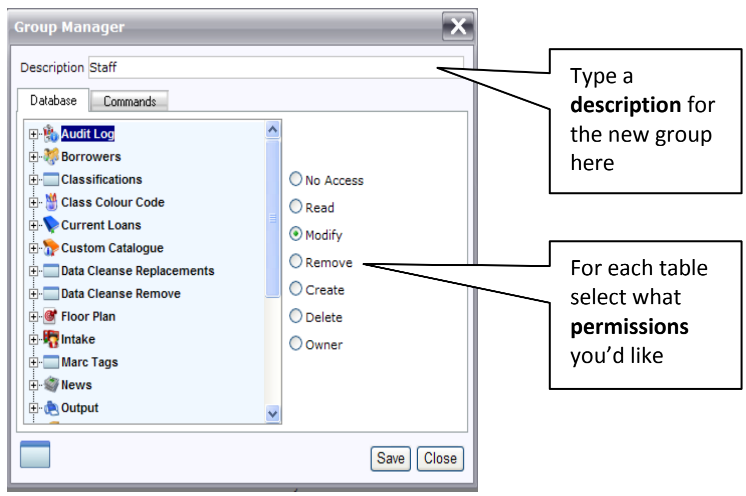
You'll see there are two tabs, **Database** and **Commands**. The Database tab lists each table in the Grown Ups section. For each table listed on the left, select the permission you want it to have.

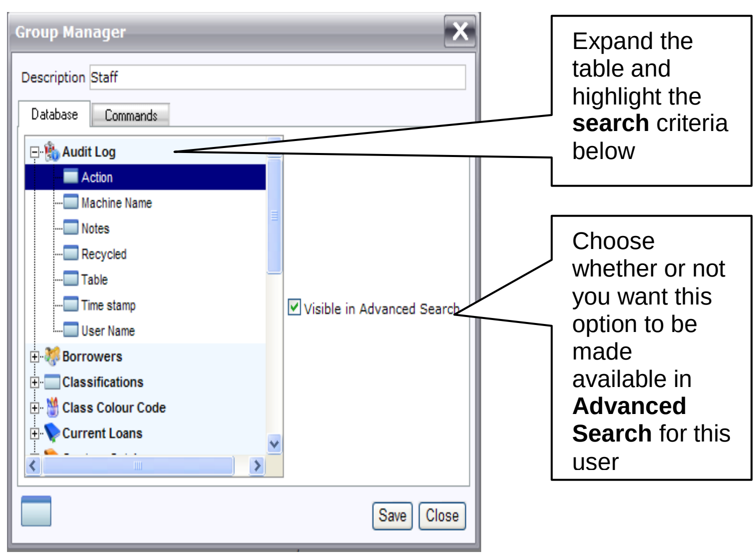
No Access means the button is removed from the screen completely, so whoever belongs to this security group won't see it.

Read Only means the edit button on the right hand side will change to a show button and they can only view a record's information.

Read/Write means they can view and edit a record.

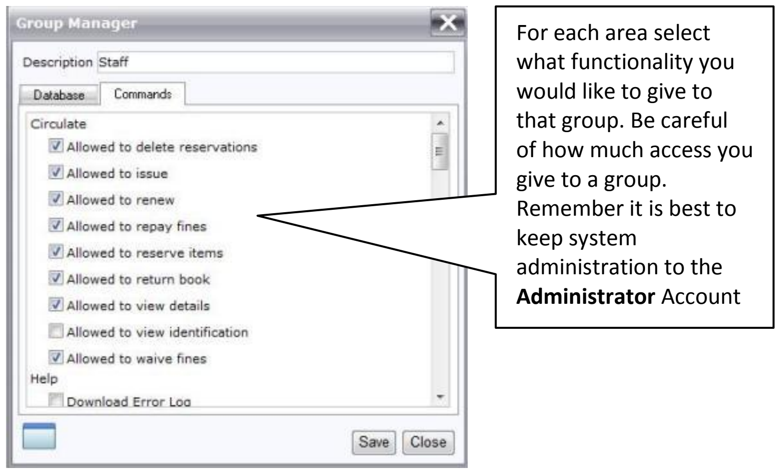
For example, if you don't want this security group to have access to Current Loans highlight **Current Loans** from the list and then select **No Access**. If you want them to be able to see **Current Loans** but not be able to make any changes, select **Read Only**.





When you are happy with the permission settings for Grown Ups, click on the **Commands** tab.

The Commands tab is where you can choose which areas of **Junior Librarian.net** you want people in this security group to have access to. Once you have finished choosing the permissions both on the Database and Commands tab, click **Save**.

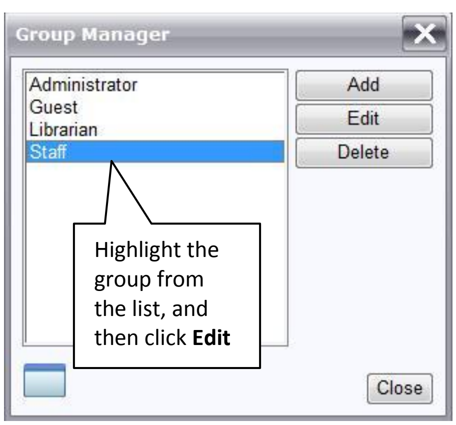


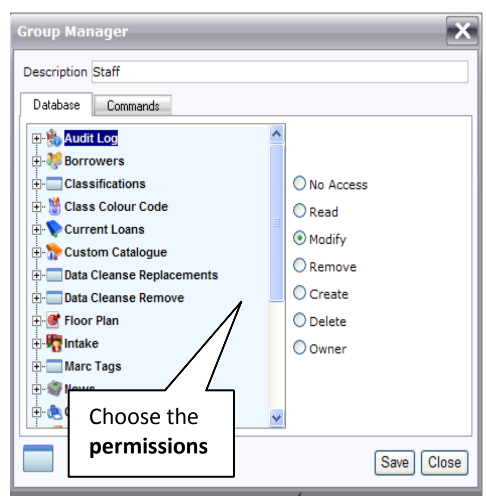
How do I change a security group's permissions?

It's possible to change the permissions for each security group. For example, for the 'Guest' group, you may want to have less permissions than the 'Staff' group.

From the menu bar at the top of the screen, **select Security** and then **Group manager**.

Highlight the group from the list that you'd like to change the permissions for, then click **Edit**.

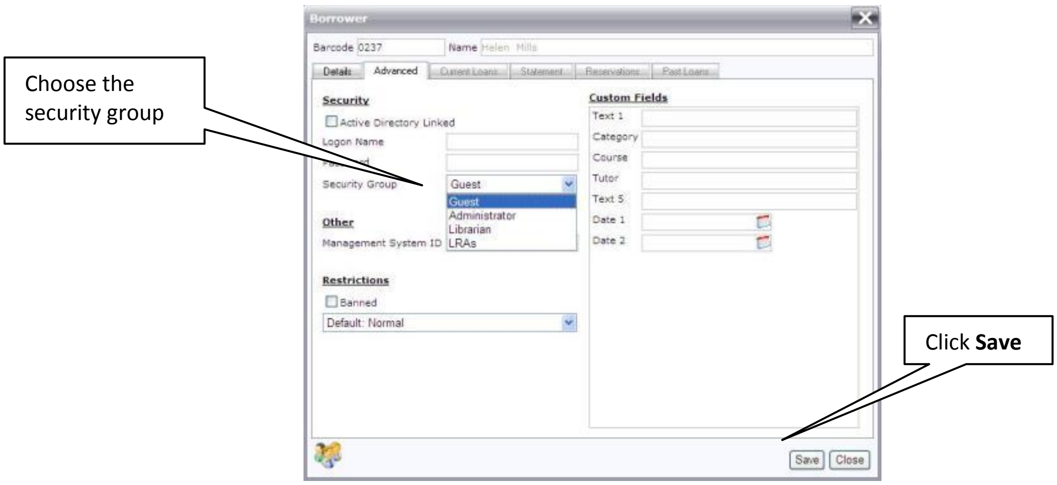




Select the permission settings that you'd like the security group to have. Click **Save** when you've finished.

How do I change the security group for an individual borrower?

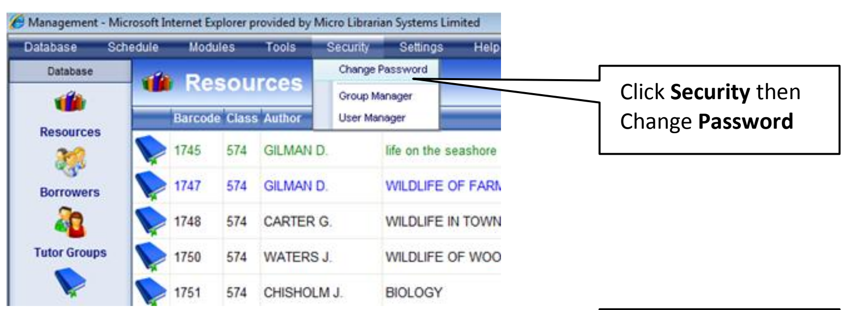
From the **Borrowers** screen, select the borrower that you'd like to change the security group for. Once in their record card click on the **Advanced** tab. From the **Security Group** drop down menu, select the new security group that you want them to belong to and then click **Save**.



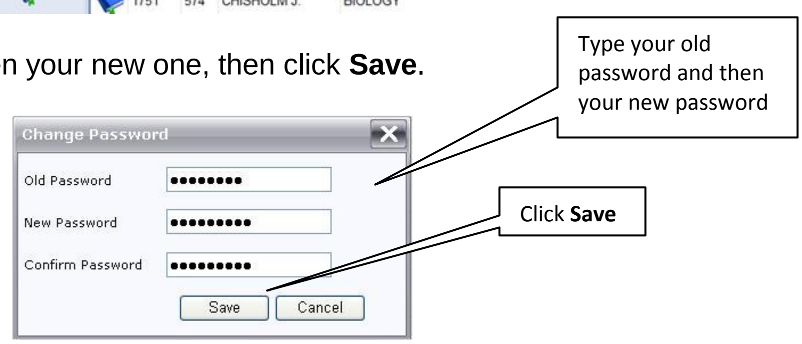
How do I change my password?

Once you've logged into **Junior Librarian.net**, it's possible to change your logon password.

From the **Tool** bar at the top of the screen, select **Security** and then **Change Password**.



Type your old password and then your new one, then click **Save**.



Please Note: If you are using Active Directory logon, you will need to use the Change Password facility in Windows. If you try to change it from the Change Password screen, the following message will be shown.

Active Directory

If your borrowers are Active Directory linked, they won't need to type in a username and password. If there are problems with Active Directory, or if a borrower hasn't logged onto the computer initially, they will need to type in a username and password so that the library software knows who they are. Active Directory logon details are stored in the borrower's record card in the **Advanced** tab.

What is Active Directory?

Active Directory is a database which stores permission information about users who belong to a computer network. The main purpose of Active Directory is to provide central authentication and authorisation services for Windows based computers.

For more information on Active Directory please speak to your IT technician.

How does Active Directory work within Junior Librarian.net?

All users on a network which uses Active Directory will have a unique 'Security ID'. When a user logs onto a computer with their user account, this ID is used to identify them and determine the permissions which they have been given. In Active Directory terms, this is known as 'authentication'.

It is possible to 'import' the Active Directory Security ID's of all users into **Junior Librarian.net**. This means that once they've logged onto the computer, if they launch **Junior Librarian.net** they will automatically be 'logged in'. This saves you having to have one set of login details for the network and a separate set for **Junior Librarian.net**.

How do I Configure Active Directory Linking for Junior Librarian.net?

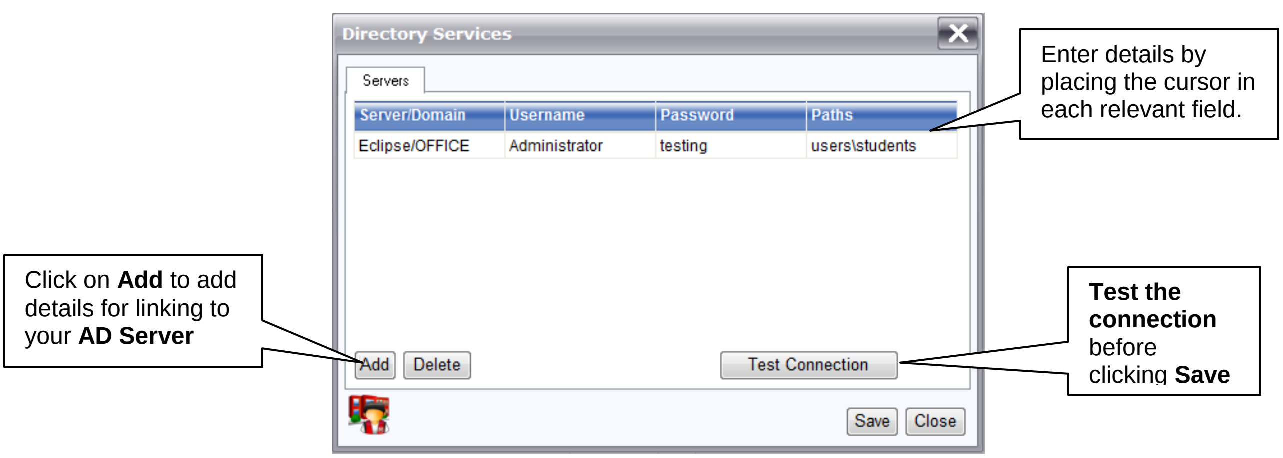
Before continuing with the instructions below, please ensure you have installed both the **Hardware Plugin** and the **AD Plugin** onto the computer on which you are **setting up** Active Directory linking. For further information on how to do this, refer to the **Prerequisites** section of **Chapter 1: Getting Started**.

Note: It is not a requirement to install these plugins on every computer you wish to access **Junior Librarian.net** from; only on the computer on which you are setting up the Active Directory Linking.

Once you have followed the instructions for installing these plugins, detailed in **Chapter 1: Getting Started**, log into **Junior Librarian.net** and click on the **Management** option on the signpost.

Go to **Settings / Directory Services**.

Click on **Add** and enter the details for your **Active Directory** server, as shown below

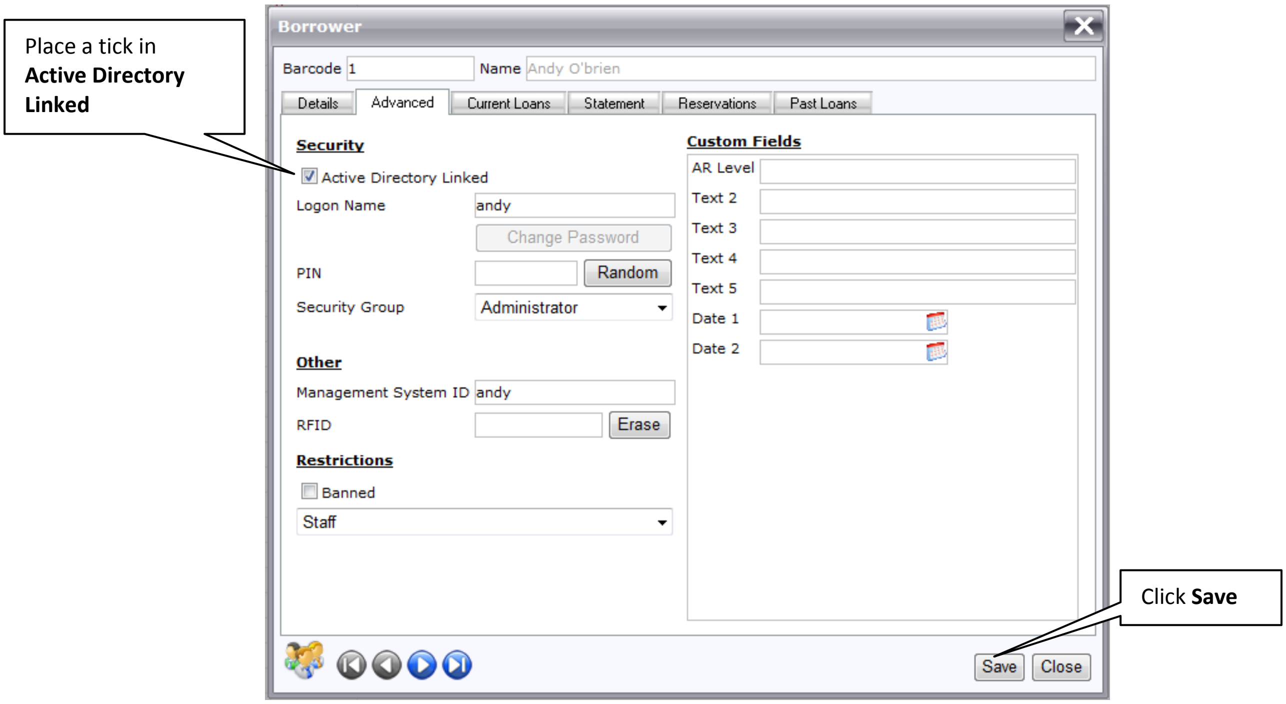


Please Note: although the **Password** field displays in text when you first enter the details; it will be encrypted once you click **Save** and will show as asterix's from then on. Because of this, once you have clicked **Save** you will be requested to enter your password should you choose to **Test Connection** again.

How do I link Junior Librarian.net borrowers to Active Directory?

There are two ways of linking your **Junior Librarian.net** users to Active Directory.

The first way is to manually link them. From within the borrower's record card, click on the Advanced tab at the top of the screen. Place a tick in the **Active Directory Linked** box and then enter the borrower's Active Directory **Logon Name**. When you click **Save**, **Junior Librarian.net** will connect to Active Directory to search and then store the borrower's Security ID.



NB: Active Directory matches accounts by the **First name** and **Surname** fields. Please make sure that these are correct before linking **Junior Librarian.net** with **Active Directory**.
If you have set up different User Accounts you can also link these to Active Directory. From the **Tool** bar at the top of the screen, click **Security** and then **User Manager**. Highlight the account, then click **Edit**. Place a tick in **Active Directory Linked**, then click **Save**.

The second, and easier way of mass linking borrowers to Active Directory is by using Directory Services.

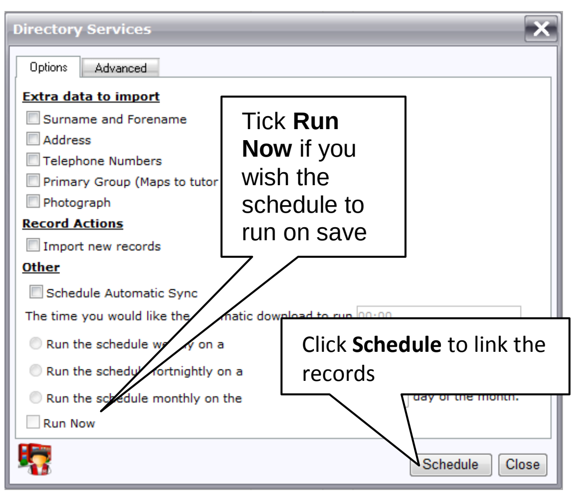
From the menu bar at the top of the screen, select **Schedule** and then **Directory Services**.

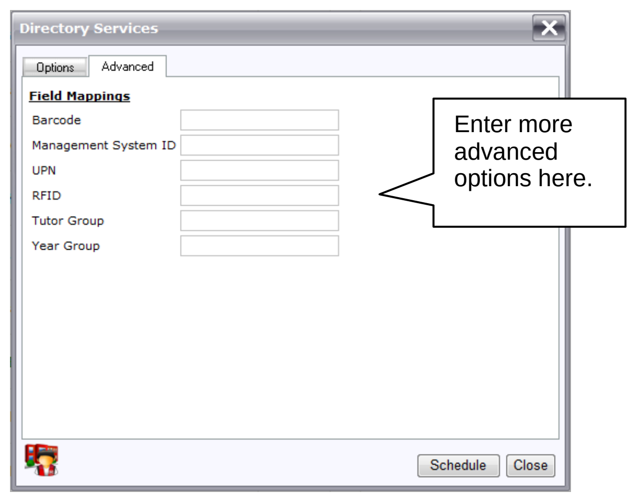
If the school has a Management Information System in place (eg. SIMS.NET) with all of these options already entered in it (Address, Telephone numbers etc) then leave all of the fields in the **Directory Services Options** window un-ticked. As you will have imported those details from your Management Information System already, there is no need to import them again.

The **Directory Services Advanced** window, allows you to import more advanced options, such as the **UPN**.

If you would like to run this right away, then tick **Run Now** before clicking **Schedule.** Otherwise leave it blank and simply click on **Schedule**. The Schedule will then add the Active Directory update to the list of scheduled tasks to be run.

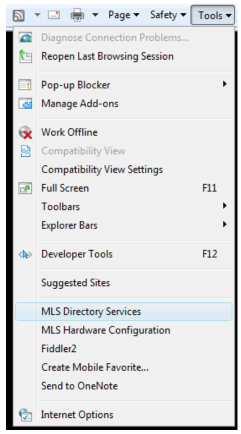
The default time for the task to be run is everyday at midnight. You can change this by clicking on **Schedule** and then **View Tasks** from the menu bar at the top of the screen. (See **Chapter 12: Customising Junior Librarian.net**, section on **Schedule** for more information).



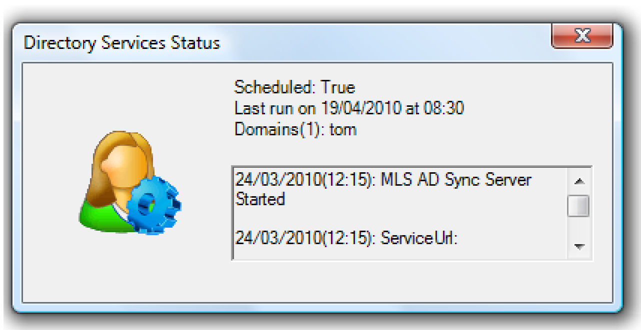


How do I check that the scheduled task has run successfully?

To ensure that the **Directory Services** scheduled task has run successfully within **Junior Librarian.net** open **Internet Explorer** and go to **Tools / MLS AD Integration**.



This tool details the progress and completion of the **Active Directory** scheduled task.



How do I know which borrowers are not linked to Active Directory?

When you link your borrowers to Active Directory using Directory Services, borrowers who couldn’t be linked can be searched for in the **Borrowers** database.

Click on **Advanced Search** at the top right of the screen.

Perform a search by selecting ‘New’ ‘Active Directory Linked’ ‘Equal to’ ‘False’. This will bring up anyone who is not linked to Active Directory. You can then ask your IT technician for a list of Active Directory Logon Name’s for the borrowers who couldn’t be linked. Once you have these, you will need to manually link the borrowers. (See previous section).

For more information on searching please see **Chapter 15: Viewing Library Data**, section on **Searching Databases**.

How do I import Active Directory details into Junior Librarian.net?

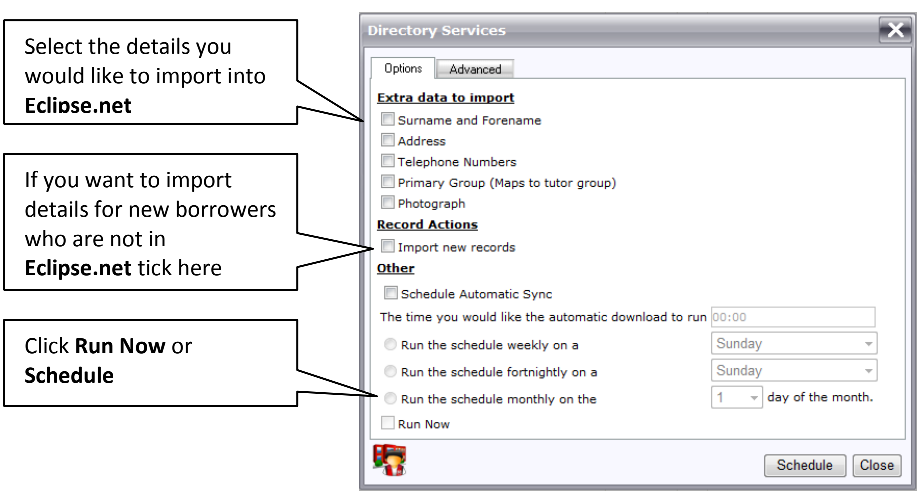
It is possible to import Active Directory details for both existing **Junior Librarian.net** borrowers and people who are only listed in Active Directory.

For example, you may have 300 borrowers in **Junior Librarian.net** who are all linked to Active Directory. Your IT technician informs you that they have added 50 more people to Active Directory.
To save you having to go into **Junior Librarian.net** and add them manually, you can import the details from Active Directory.

From the menu bar at the top of the page, click **Schedule** and then **Directory Services**.

On the Directory Services screen, select which details you would like to import into **Junior Librarian.net**. If you want to import the details of people who are not already on **Junior Librarian.net**, tick '**Import new records**'. When you have selected the details you want to import, either click **Run Now** to import the records straight away into the **Intake** screen, or click **Schedule**.

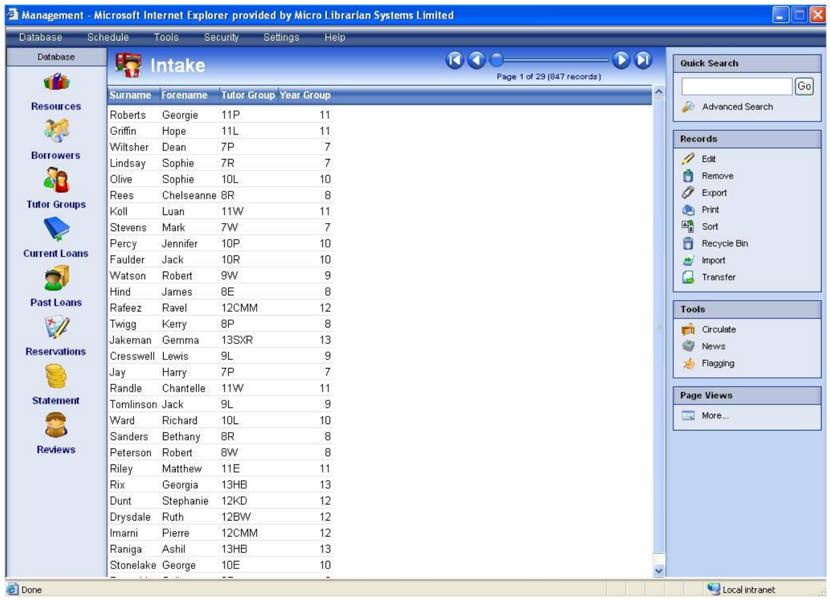
By clicking Schedule, you are adding the import as a 'task'. The default time for the Schedule to run the Active Directory update is every day at midnight. You can change this, please see **Chapter 12: Customising Junior Librarian.net**, section on **Schedule** for more information.



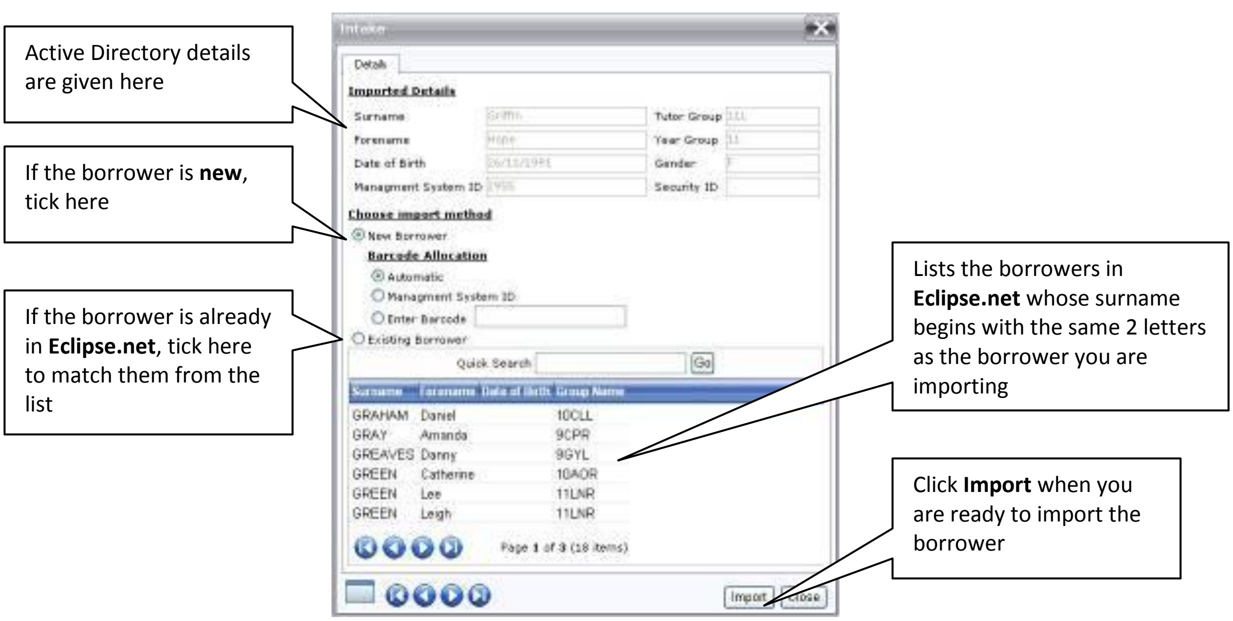
Once the import has been completed, any new records will be added to the Intake screen. To access Intake, select **Database**, then **Intake** from the menu bar at the top of the screen.

If you need to make any changes to anyone listed in the Intake screen before they are imported, highlight them from the list and either click 

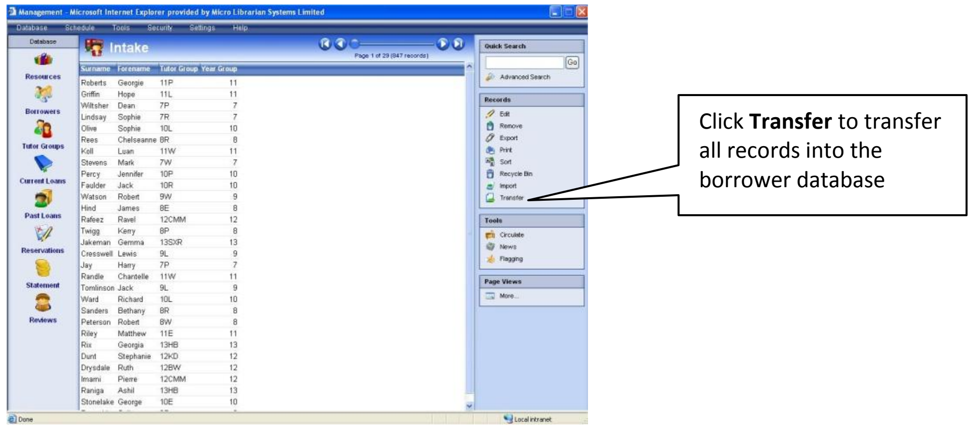
or double click your mouse to go into the record.



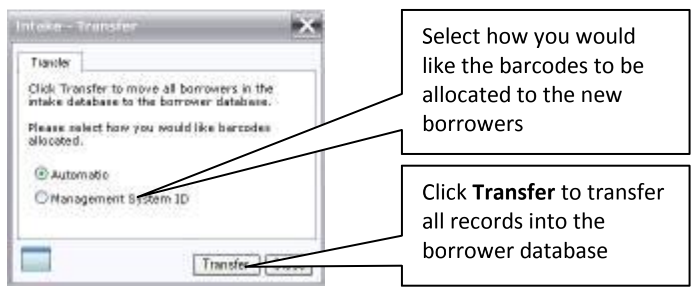
Once in the record you can select whether the borrower is new to **Junior Librarian.net** or if they are an existing borrower. If they are an existing borrower, simply place a tick in **Existing Borrower**. The bottom section of the screen lists all of the borrowers in **Junior Librarian.net** which share the same first two letters of the surname of the borrower you are importing. Simply highlight the correct person from the list and click **Import**.



If you are happy with the details in the Intake screen, you can click **Transfer** under the **Records** tab on the right of the screen. This will import everyone who is listed in Intake into the **Junior Librarian.net** borrower database, along with the details you specified in the Directory Services screen.



Once you have clicked **Transfer**, select how you would like barcodes to be allocated to your new borrowers. Click **Transfer** to transfer the records.



Chapter 13: Tidying Data

This chapter will explain how to make changes to the data you have entered into **Junior Librarian.net** and how to stop certain words from being entered. If more than one person has been responsible for cataloguing resources, data entry may be different in respect of case or punctuation.

The **Data Cleanse Replacements** section tells you how to replace words which are entered into the catalogue with a word of your choice.

The **Data Cleanse Remove** section tells you how to stop words being entered into the catalogue.

The **Data Tidy** section tells you how to apply the settings for tidying your data and how to schedule a time for the tidy to take place.

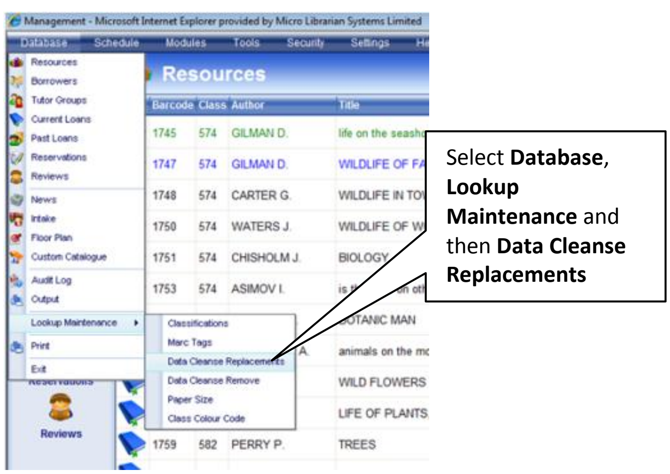
Data Cleanse Replacements

What is data cleanse replacements?

When entering resources or borrowers into **Junior Librarian.net**, especially if more than one person has been in charge of this, you may have differences in the way that some words have been entered. For example, the word ‘U.F.O.’ may have been entered onto a resource record but you want it to be written as ‘UFO’. Data Cleanse Replacements is a database which you can add words to, along with a replacement word. This means that when a resource or borrower has been added to the catalogue and includes a word listed in Data Cleanse Replacements, the word is automatically changed to the one you’ve specified as the replacement.

How do I apply the settings for data cleanse replacements?

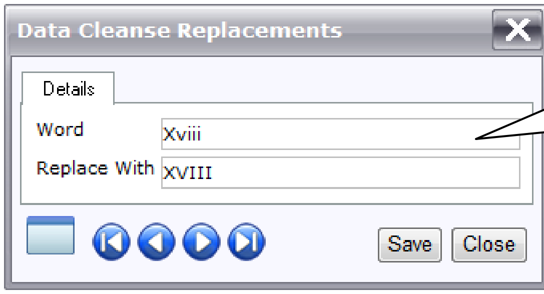
From the menu bar at the top of the screen click on **Database**, **Lookup Maintenance** and then **Data Cleanse Replacements**.



The **Data Cleanse Replacements** screen will then appear. This will be empty if you haven’t already added any words.

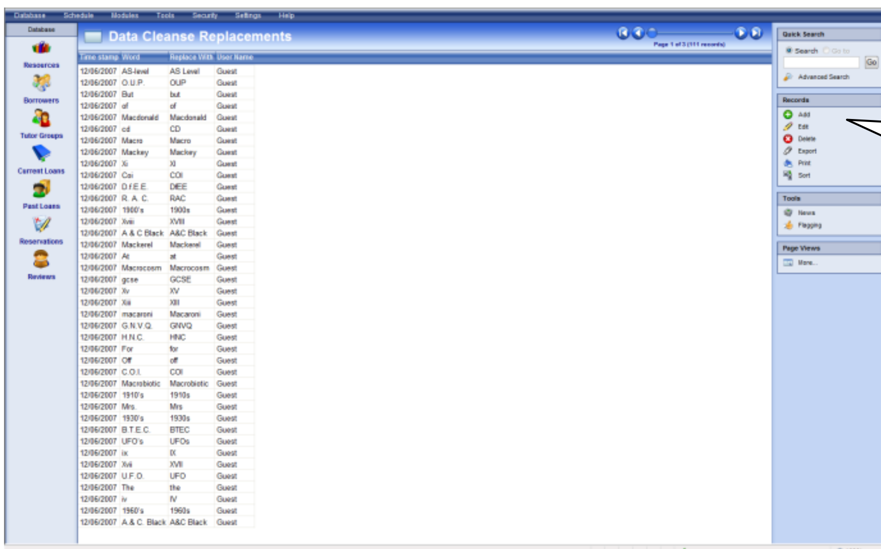
Click the  icon under the Records tab on the right of the screen.

Type in the word you want to replace and its replacement. Click **Save**. Repeat this for each new word you want to be replaced.



Type in the word that you want to replace and its replacement here then click **Save**

The word and its replacement will now be listed in the Data Cleanse Replacement database, where you can edit or delete it if you wish.

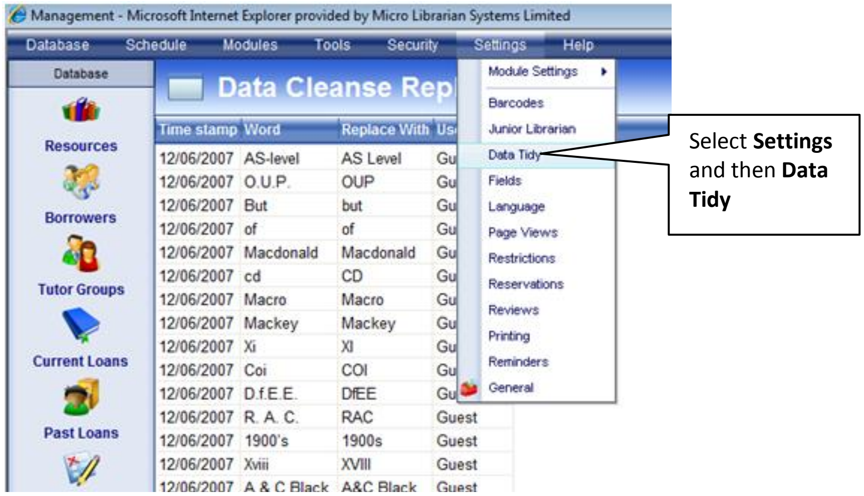


You can **edit** or **delete** the word if you wish

Once you have added the words to the Data Cleanse Replacements database, you then need to specify which fields within the resource/borrower record that you want Data Cleanse Replacements to apply to.

Make sure that you are in the correct screen that you want to enter the settings for i.e. Resources or Borrowers. In the screenshot below, the **Resources** database has been selected.

From the menu bar at the top of the screen click on **Settings** and then **Data Tidy**.



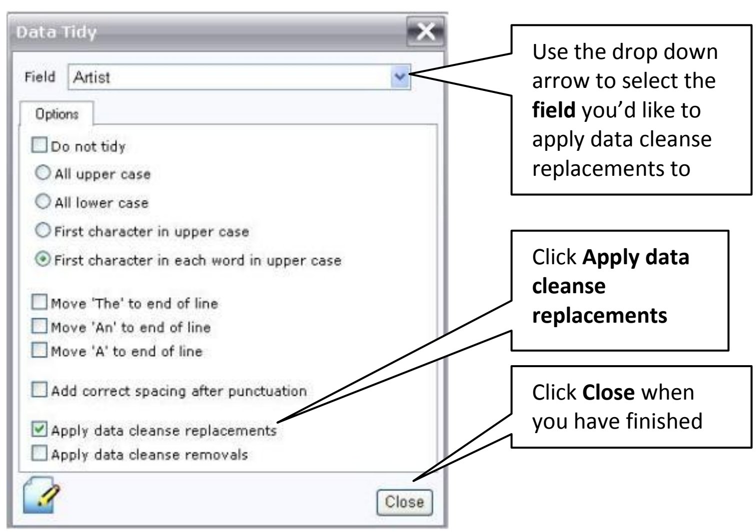
The **Data Tidy** screen will now appear.

Using the arrow at the end of the **Field** tab, select the first field that you'd like Data Cleanse Replacements to apply to. In the screenshot below, the field selected is **Artist**.

You then need to place a tick in the **Apply data cleanse replacements** box.

Repeat this process by selecting each field from the drop down list and then placing a tick in **Apply data cleanse replacements**. When you have finished, click **Close**.

Please Note: The available fields in the Field drop down menu will differ according to the screen you are in. The fields in the Resources screen will differ from those in the Borrowers screen.



You have now set up the Data Cleanse Replacement words, along with the fields you'd like them to apply to. This means that if someone enters a word which is listed in Data Cleanse Replacements whilst adding a resource/borrower, when the record is saved the word is automatically replaced.

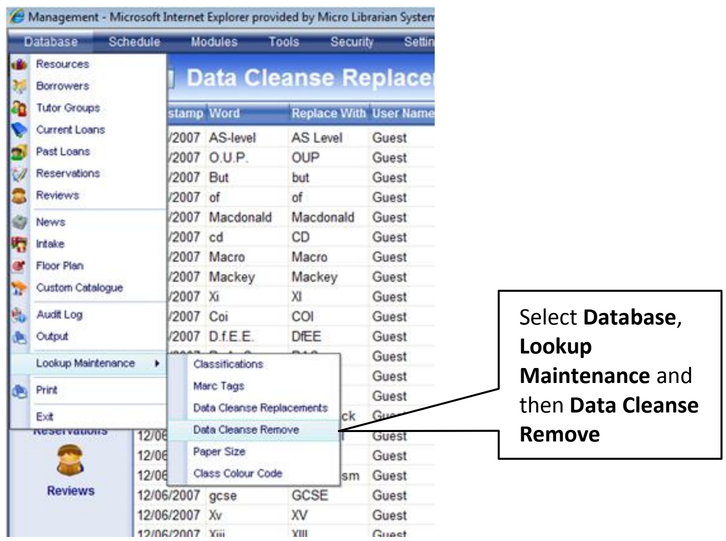
Data Cleanse Remove

What is data cleanse remove?

Data Cleanse Remove is a database which you can add words to that you don't want to be used in a Resource or Borrower record. This means that when a resource or borrower has been added and includes a word listed in Data Cleanse Remove, the word is automatically deleted.

How do I apply the settings for data cleanse remove?

From the menu bar at the top of the screen click on **Database**, **Lookup Maintenance** and then **Data Cleanse Remove**.



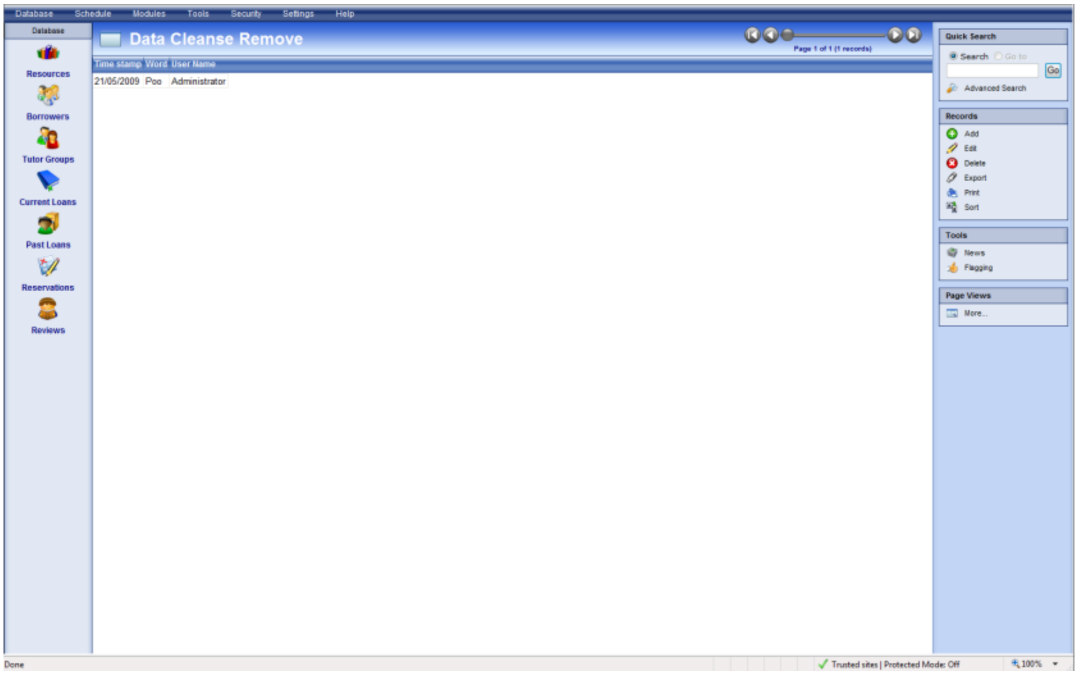
The Data Cleanse Remove screen will then appear. This will be empty if you haven't already added any words.

Click the  icon under the Records tab on the right of the screen.

Type in the word you want to be removed and then Click **Save**. Repeat this for each new word you want to be removed.

Please Note: When you add a word to Data Cleanse Remove e.g. Poo, the system will only remove the exact word Poo. If the word 'Pooh' is entered, or any deviations including abbreviations and punctuation marks, the system won't remove this word.

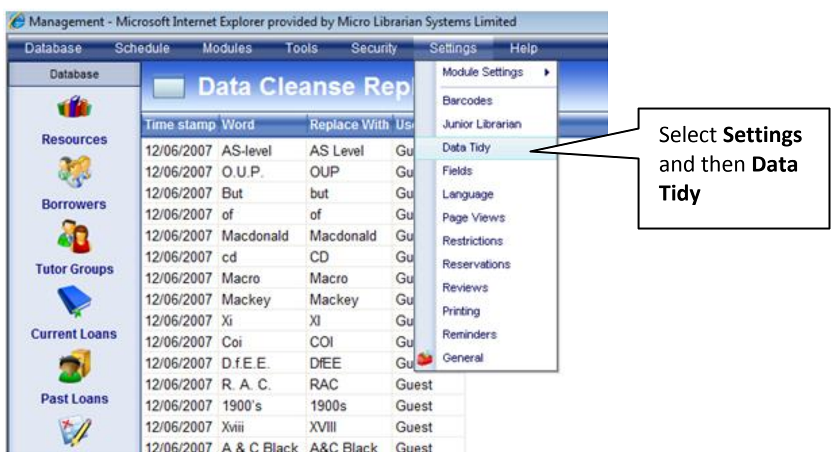
The word will now be listed in the Data Cleanse Remove database, where you can edit or delete it if you wish.



Once you have added the words to the Data Cleanse Remove database, you then need to specify which fields within the resource/borrower record that you want Data Cleanse Remove to apply to.

Make sure that you are in the correct screen that you want to enter the settings for i.e. Resources or Borrowers. In the screenshot below, the **Resources** database has been selected.

From the menu bar at the top of the screen click on **Settings** and then **Data Tidy**.



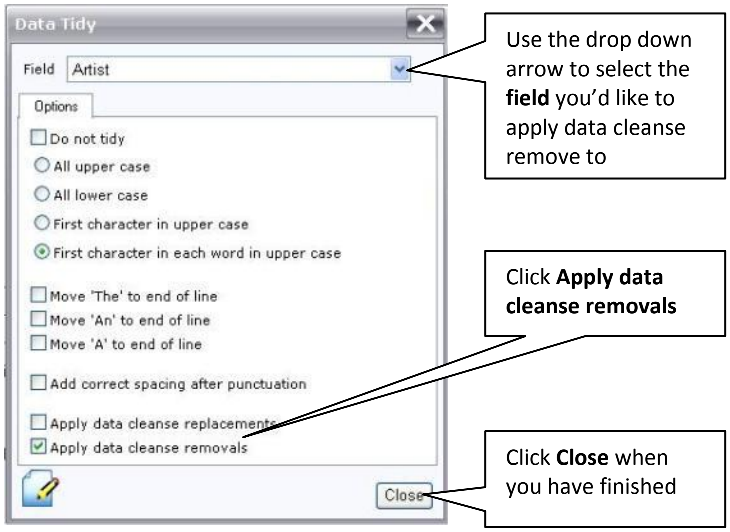
The Data Tidy screen will now appear.

Using the arrow at the end of the **Field** tab, select the first field that you'd like Data Cleanse Remove to apply to. In the screenshot below, the field selected is **Artist**.

You then need to place a tick in the **Apply data cleanse removals** box.

Repeat this process by selecting each field from the drop down list and then placing a tick in **Apply data cleanse removals**. When you have finished, click **Close**.

Please Note: The available fields in the Field drop down menu will differ according to the screen you are in. The fields in the Resources screen will differ from those in the Borrowers screen.



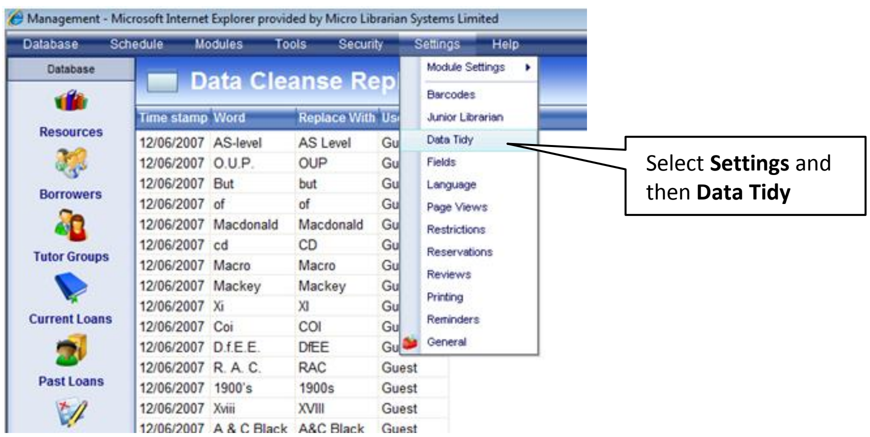
Data Tidy

What is data tidy?

When entering resources or borrowers into **Junior Librarian.net**, especially if more than one person has been in charge of this, you may have differences in the way that some words have been entered into each field. To save you having to find and edit each individual record, you can use Data Tidy to apply settings of your choice to both previously entered borrower and resource records and any that are entered in the future.

How do I apply the settings for data tidy?

Make sure you are in the screen you'd like to apply the Data Tidy settings i.e. Resources or Borrowers. From the menu bar at the top of the screen click on **Settings** and then **Data Tidy**.



The **Data Tidy** settings screen will then appear.

If there is a tick in **Do Not Tidy**, take this out so that you can select the settings for that field. Click the drop down arrow at the end of the **Field** box and select the first field that you'd like to choose your data tidy settings for. Select the Data Tidy options you want. Repeat this for each field you want to apply Data Tidy settings to. Click **Close** when you have finished.

When you have clicked Close, any future records which are added to the database will have the Data Tidy settings applied to them when the **Save** option is clicked.

How do I schedule a date for data tidy to take place?

If you would like to apply the Data Tidy settings to your existing resource/borrower records, either because it's the first time you've entered the Data Tidy settings, or because you have changed them, you will need to schedule a date for this to take place. Using the Schedule means that your records are updated on a date of your choice and by default at **18:00 hours**. This ensures that the performance of **Junior Librarian.net** isn't affected.

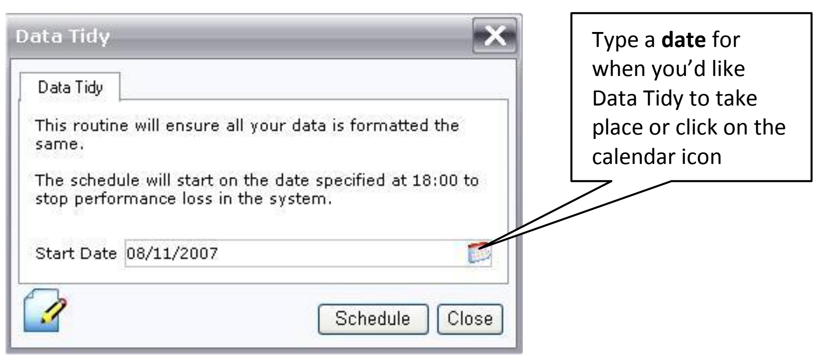
From the menu bar at the top of the page click on **Schedule** and then **Data Tidy**.

The Schedule Data **Tidy** screen will then appear.

Type the start date for when you'd like the Data Tidy to update your existing records. You can also click on the  calendar icon to select a date.

Once you've selected a date, click **Schedule**.

Clicking on Schedule adds Data Tidy to the Schedule as a 'Task'. You can view and edit the Task by clicking on **Schedule**, and then **View Tasks** on the menu bar at the top of the screen.



For more information on Tasks and how to edit the time and date the Data Tidy takes place see **Chapter 11: Customising Junior Librarian.net**, section on **Schedule.**

Chapter 14: Viewing Library Data

This chapter explains the different ways you can view your library data.

The **Searching Databases** section explains how to do a basic search of your library data and how to perform a more advanced search using Boolean logic.

The **Flagging** section tells you how to select more than one record making it possible to view, delete and print a selection of items all at the same time.

The **Page Views** section explains what a view is and how to create your own views so that you can see your data in the way that suits you.

The **Sorting Data** section explains how you can sort each field within any of the databases i.e. Resources, Borrowers and Current Loans etc. into ascending or descending order.

The **Exporting Data** section tells you how you can export your data into a different format.

The **Printing Data** section tells you how to print out your data from any of the databases.

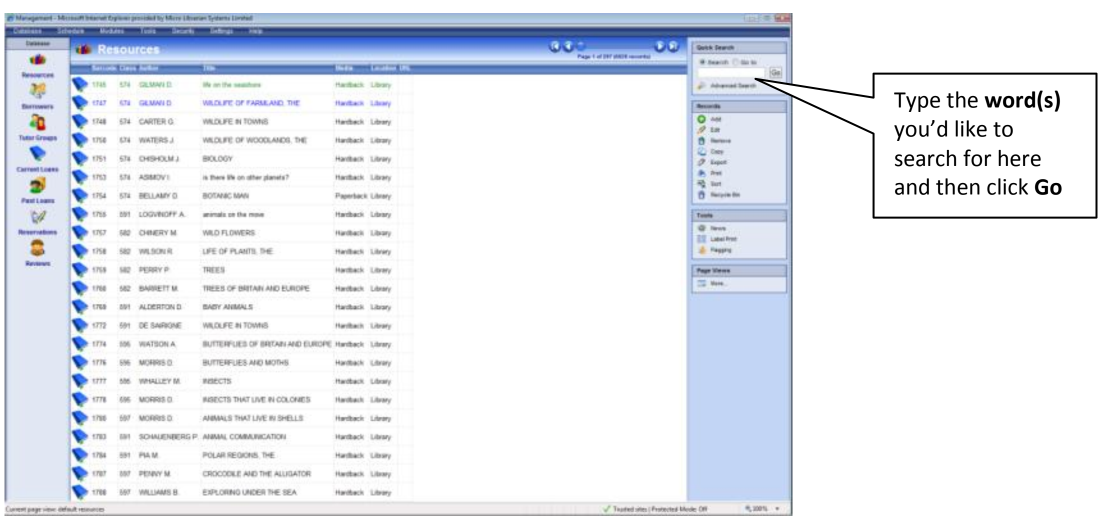
Searching Databases

You can search any of the databases in **Junior Librarian.net** to find the information you need.

How do I use quick search?

A Quick Search means you can type a word into the **Quick Search** box and the system will perform a search for the word in whichever **table** you are in.

The **Quick Search** box is located at the top right of the screen.



Which fields will it search?

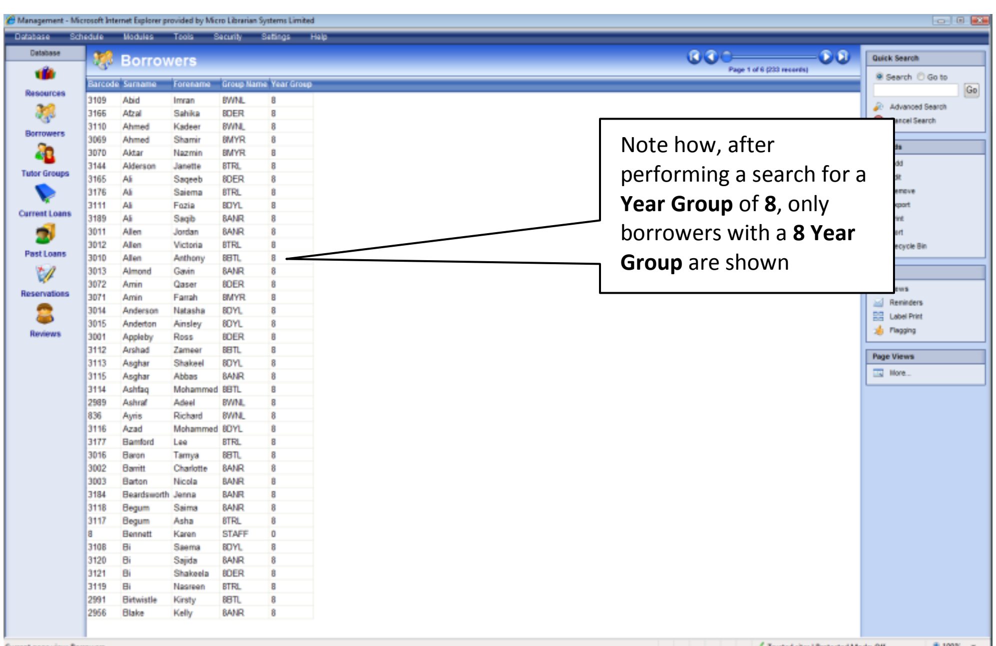
The default fields which are searched in the **Resources** screen are:

- Author1
- Author2
- Author3
- Author4
- Class
- Composer
- Director
- Editor
- Keywords
- Level
- Manufacturer
- Series
- Summary
- Title

Please Note: If you wish to change the default fields which are searched on a view, please contact the helpdesk on 0161 449 9357.

If you perform a search in a screen other than **Resources**, the fields searched will depend on which ones you have in your view.

For example: If you are performing a Quick Search in your **Borrowers** screen and the fields which are visible in this view are **Barcode**, **Surname**, **Group Name** and **Year Group**, only these fields will be searched.



How is the search performed?

Not all fields are searched in the same way.

The **Barcode** and **EAN/ISBN** fields are searched on an ‘**Equal to’** basis which means that it searches for the whole of the number and not part of it.

For example: If you search for the number ‘1’, it <u>won’t</u> return a match for ‘21’ just because it has a ‘1’ in it.

All other fields are searched on an ‘**Including**’ basis. This means that when a search is done, it will return matches for part of the word.

For example: If you search for the word ‘**plane**’, it will return matches for any words which include ‘**plane**’ i.e. ‘**plane**ts’, ‘aero**plane**’.

Tip: If you just want to find the word ‘**plane**’ you can use quotes with spaces around the word, e.g. “ plane “. Please see **Quotes (“)** below for more information.

Refining a search using symbols

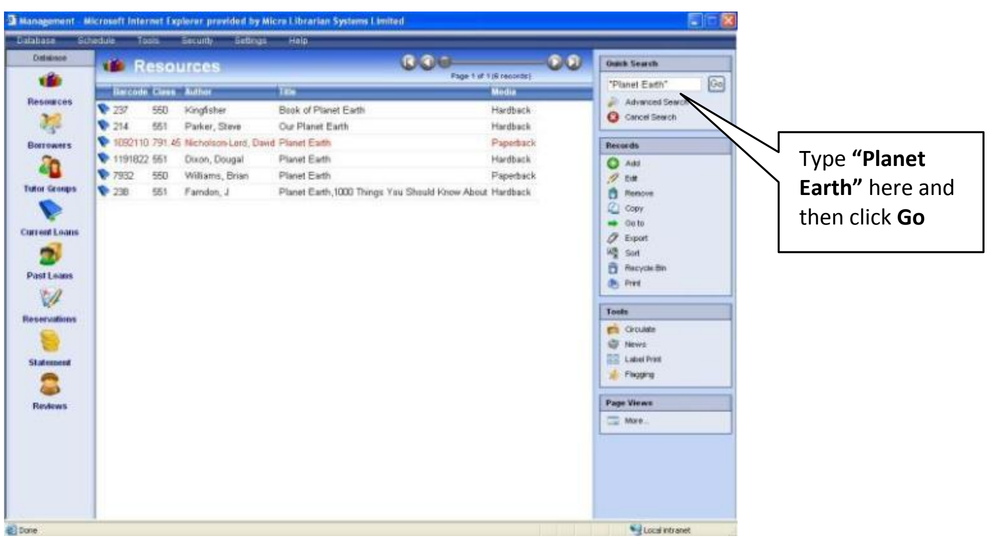
You can refine your Quick Search by using the following symbols:

Quotes (“)

Using these enables you to search for the whole of the text between the quotes. Without quotes, each individual word is searched regardless of whether they appear together or not.

Example search with quotes

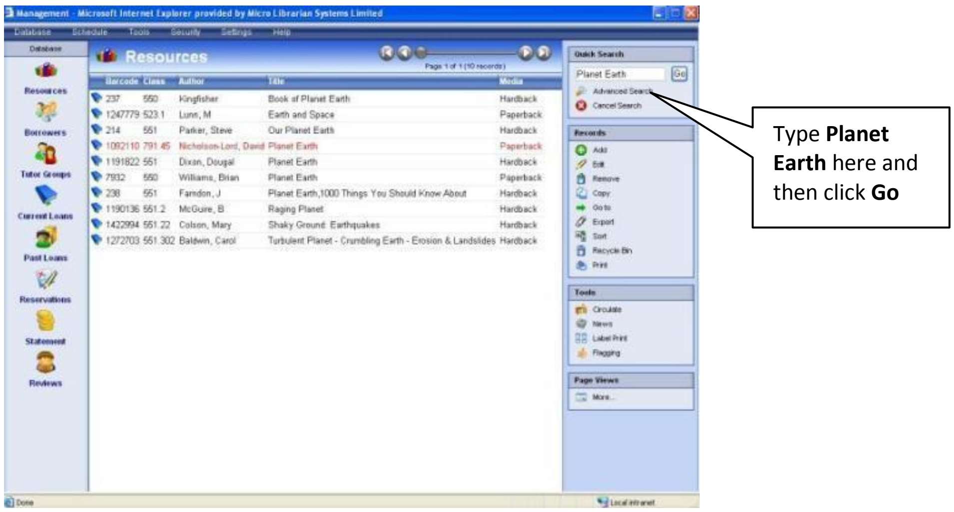
If you want to find resources which have the words ‘**Planet Earth**’ together, type in the Quick Search box **“ Planet Earth ”** and then click **Go**. As you can see from the screenshot below, the search has brought up **<u>6</u>** resources, where the words **Planet** and **Earth** appear **together**.



Tip: If you are doing a single word search and don't want to find other words which include your searched word (e.g. searching for plane and its returning planets) you can put quotes and spaces around the word, e.g. " plane ".

Example search without quotes

If you want to find all resources where the words '**Planet**' and '**Earth**' appear but not necessarily together, type in Quick Search '**Planet Earth'** and then click **Go**. In the screenshot below, the search has brought up **10** resources where the words Planet and Earth appear together **and** separately.

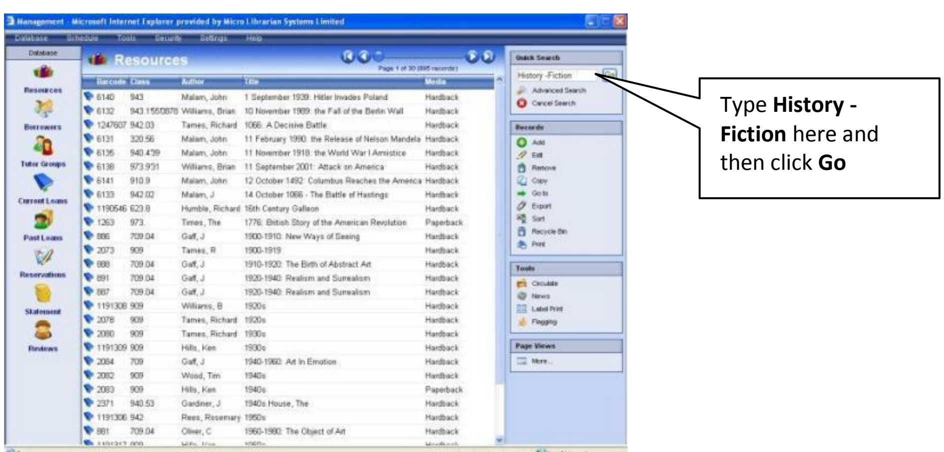


Minus (-)

Using the minus symbol in front of a word enables you to exclude that word from the search results.

Example search using minus

If you want to find all of your '**Non-Fiction History**' books, type in the Quick Search box '**History –Fiction**' and then click **Go**. When the search is performed (see screenshot below), it will bring up all resources which have the word 'History' in them, but will ignore all resources where the word 'Fiction' appears in any of the default search fields.

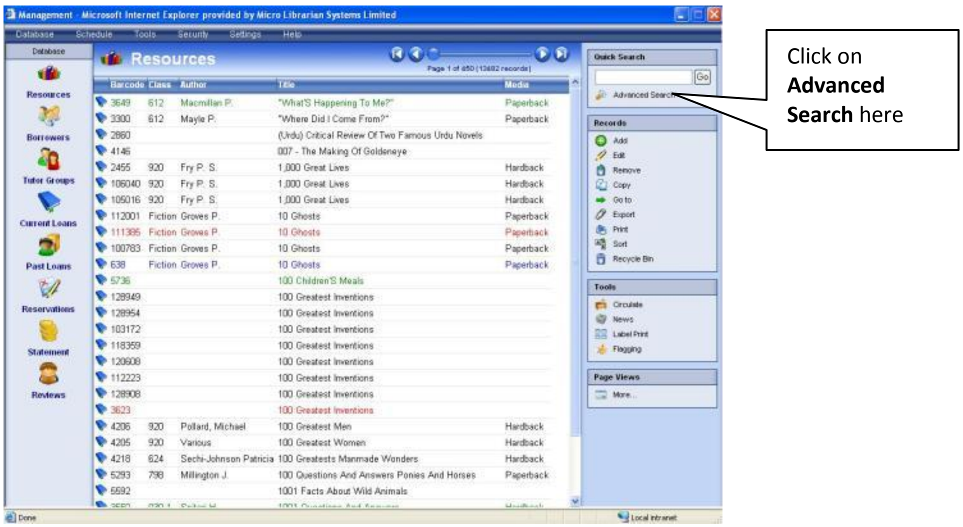


For a list of the default search fields, please see the beginning of this section.

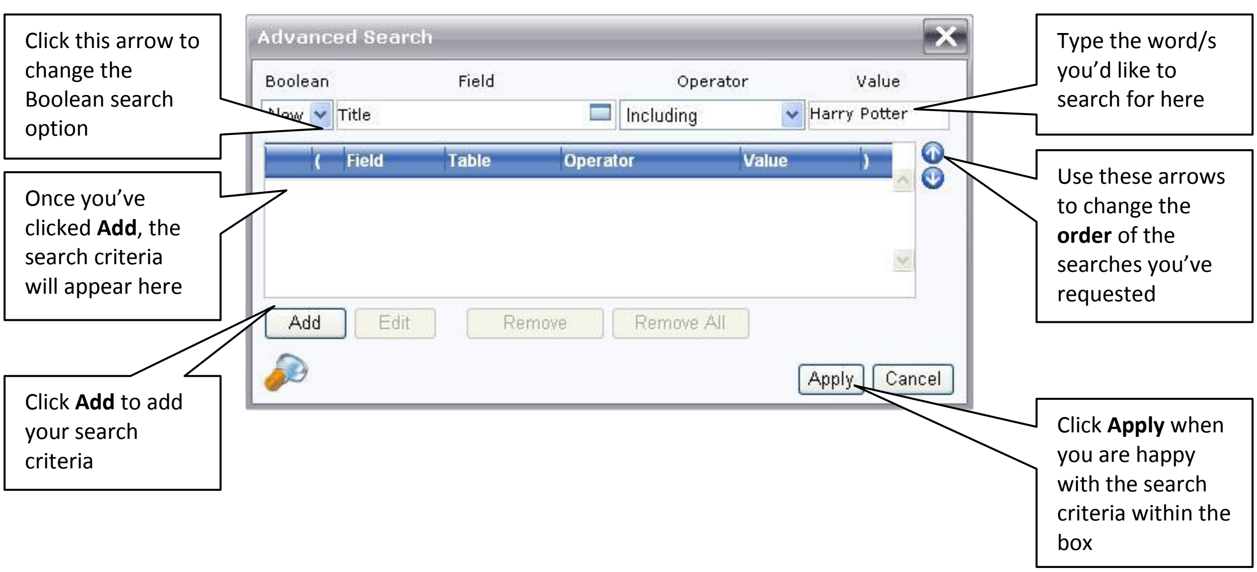
How do I use advanced search?

The **Advanced Search** option enables you to perform a more detailed search of your library data using **Boolean logic**. Boolean logic uses the words ‘**and**’ and ‘**or**’ to allow you to perform more complex searches of your library data.

To access the Advanced Search click on **Advanced Search** at the top right of the screen.



The **Advanced Search** box will then appear. Select the arrow underneath **Boolean** to change the Boolean search criteria and then select which **Field** you’d like to search by clicking on the blue box at the end of the field. Select the **Operator** type by clicking on the drop down arrow and then lastly type in the search criteria in the **Value** box. The examples below will give you a better understanding of how Boolean logic works.



Boolean 'And'

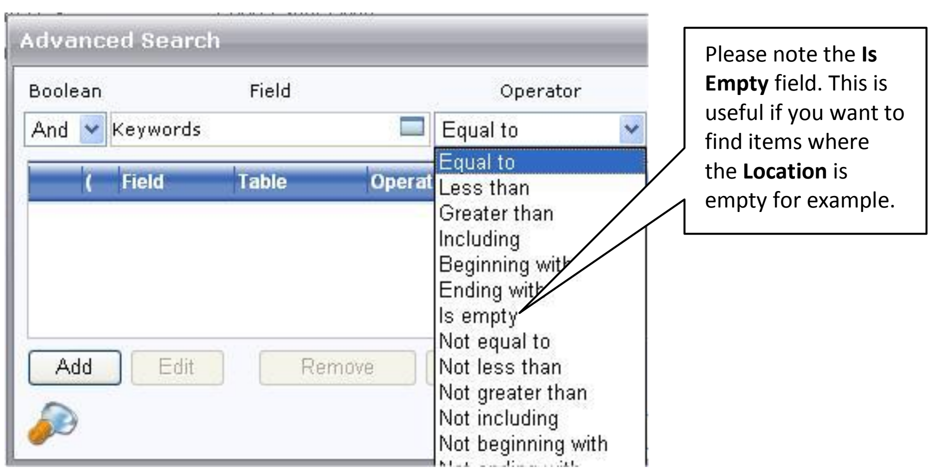
When using **AND** in your search, the results you get will contain all of the words you have entered. The results will not include those records which contain only one of the words.

For example: You may want to conduct a search of your resources to find all books which have **both** a keyword of magic **and** wizard.

Under the Boolean drop down menu, select **And**.

In the **Field** box, click the blue box and select **Keywords** from the list.

Under the **Operator** field, click the drop down arrow and select **Equal to**. By selecting Equal to, you are saying that you only want to search for the exact word you specify and **not** any words which include that word.

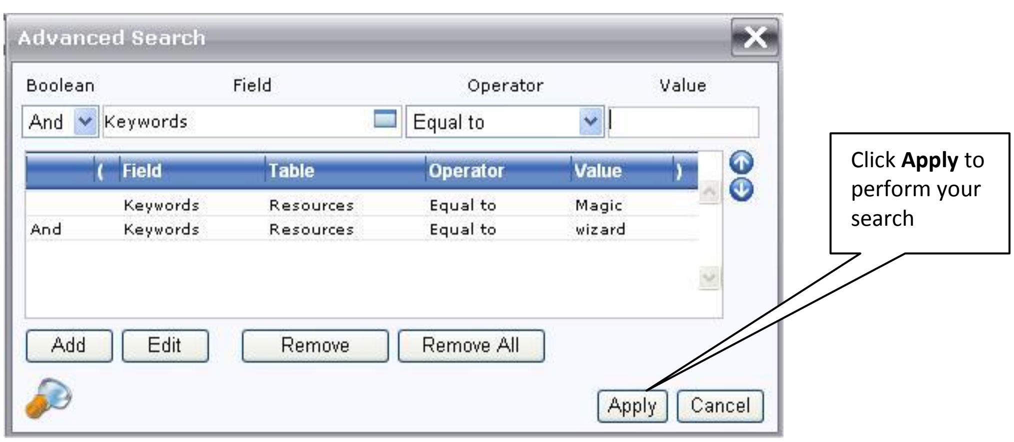


In the **Value** box, type magic.

Click **Add** to add this search criterion. It will now appear in the white box.

Repeat the above instructions but type the word wizard in the **Value** box. You'll see both search criteria is now detailed in the white box. To perform your search, click on **Apply**.

When using **Boolean 'And'** only the resources with both keywords of magic and wizard will be shown. If a resource contains the keyword of magic **but not** wizard it won't be shown. Likewise, if a resource contains the keyword of **wizard** but not magic, it won't be shown.



Boolean 'Or'

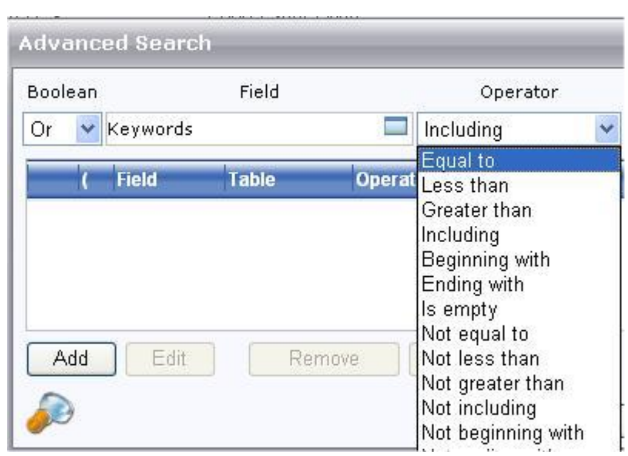
When using **Or** in your search, the results you get will contain **either** or **all** of the words you have entered.

For example: You may want to conduct a search of your resources to find all books which have a keyword of magic **or** wizard and resources which have **both** of these keywords.

Under the Boolean drop down menu, select **Or**.

In the **Field** box, click the blue box and select **Keywords** from the list.

Under the **Operator** field, click the drop down arrow and select **Equal to**. By selecting Equal to, you are saying that you only want to search for the exact word you specify and **not** any words which include that word.

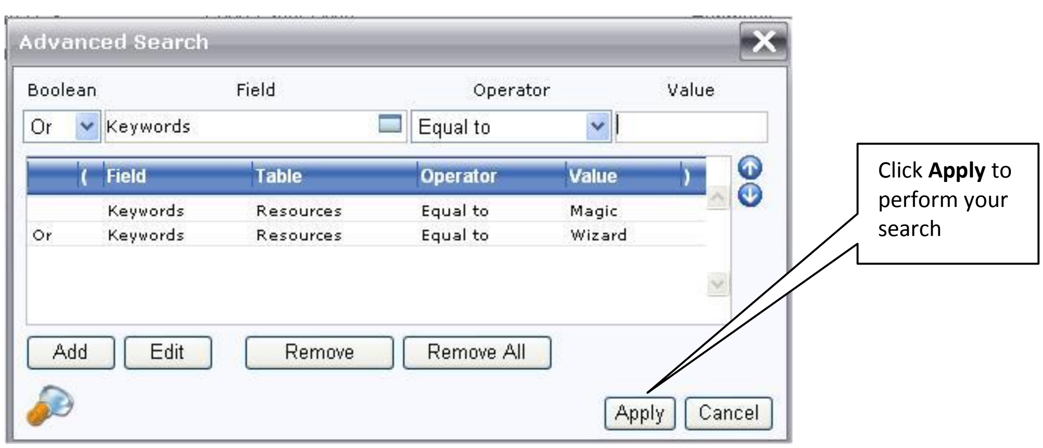


In the **Value** box, type magic.

Click **Add** to add this search criterion. It will now appear in the white box.

Repeat the above instructions but type the word wizard in the **Value** box. You'll see both search criteria is now detailed in the white box. To perform your search, click on **Apply**.

When using **Boolean 'Or'**, the resources with **both** the keywords of magic and wizard will be shown, and also the resources which have **either** of those keywords.



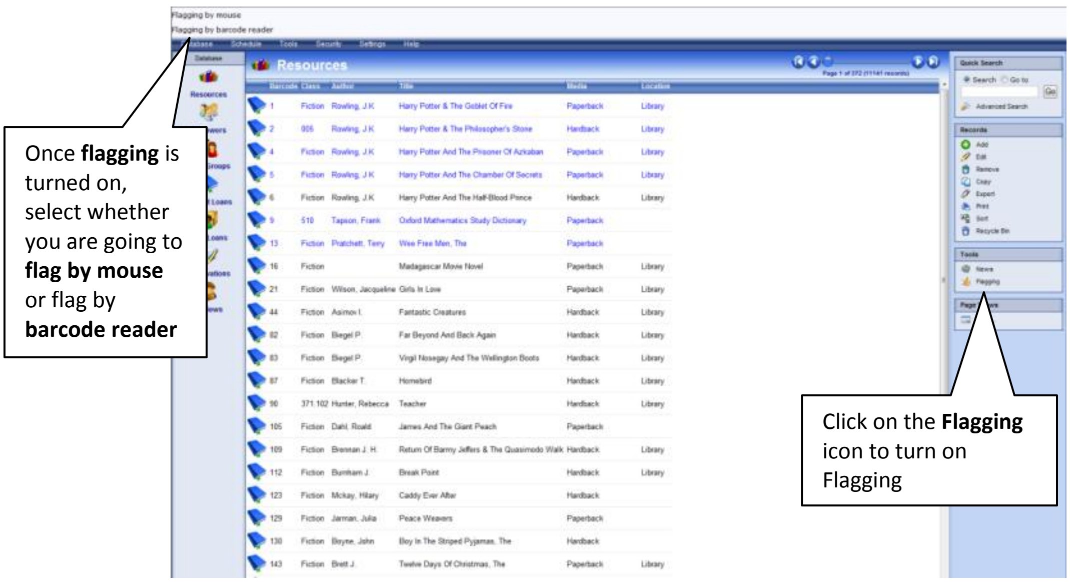
Flagging:

What is flagging?

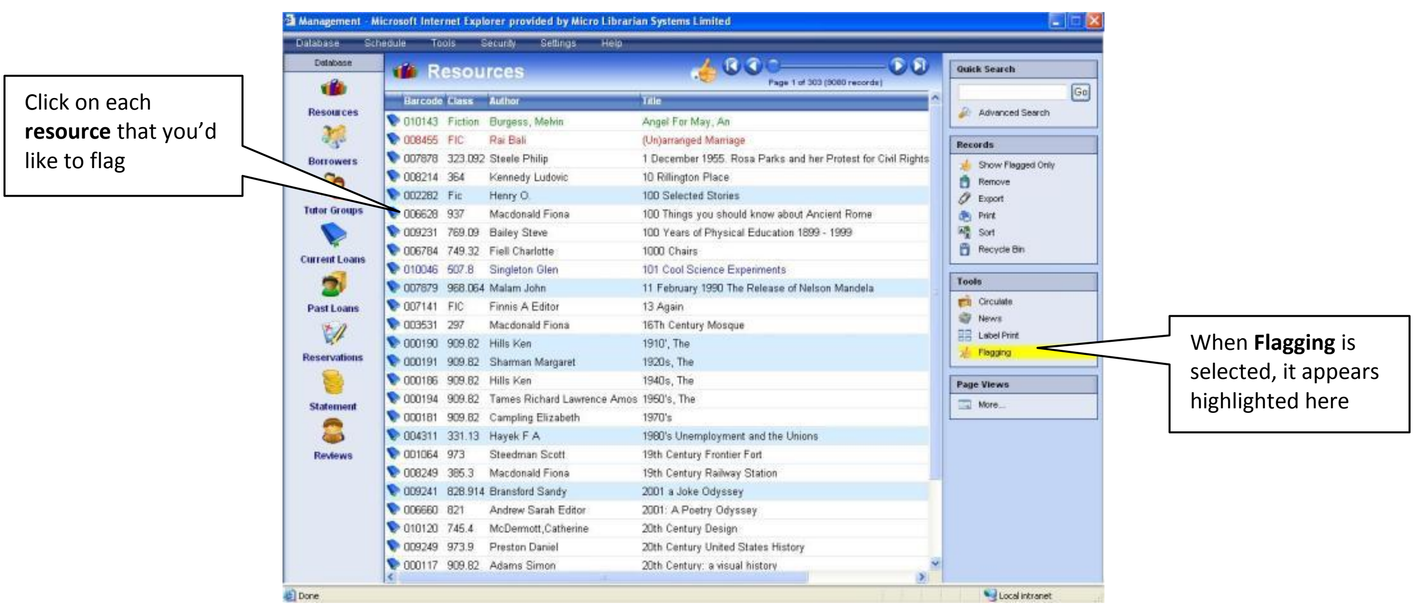
Flagging is a way of selecting more than one record at a time. Usually, if you click on a record and then on another, the first one you clicked on will be de-selected. When you turn on Flagging, you can select as many records as you like all at the same time. Flagging is available on all of the databases.

To turn on Flagging, click on the 

icon under the **Tools** tab on the right of the screen. A small menu will appear, click on flagging by mouse.



Once Flagging is enabled, the icon will be highlighted.



When would I use flagging?

There may be occasions when you want to print out a bibliography of selected titles for some or all of your library users. For example, if you are asked to produce a list of books dealing with astronomy, it may be that all the books listed in a **keyword** search for astronomy are not relevant to your needs. You will then need to **flag** the items required before printing the final list.

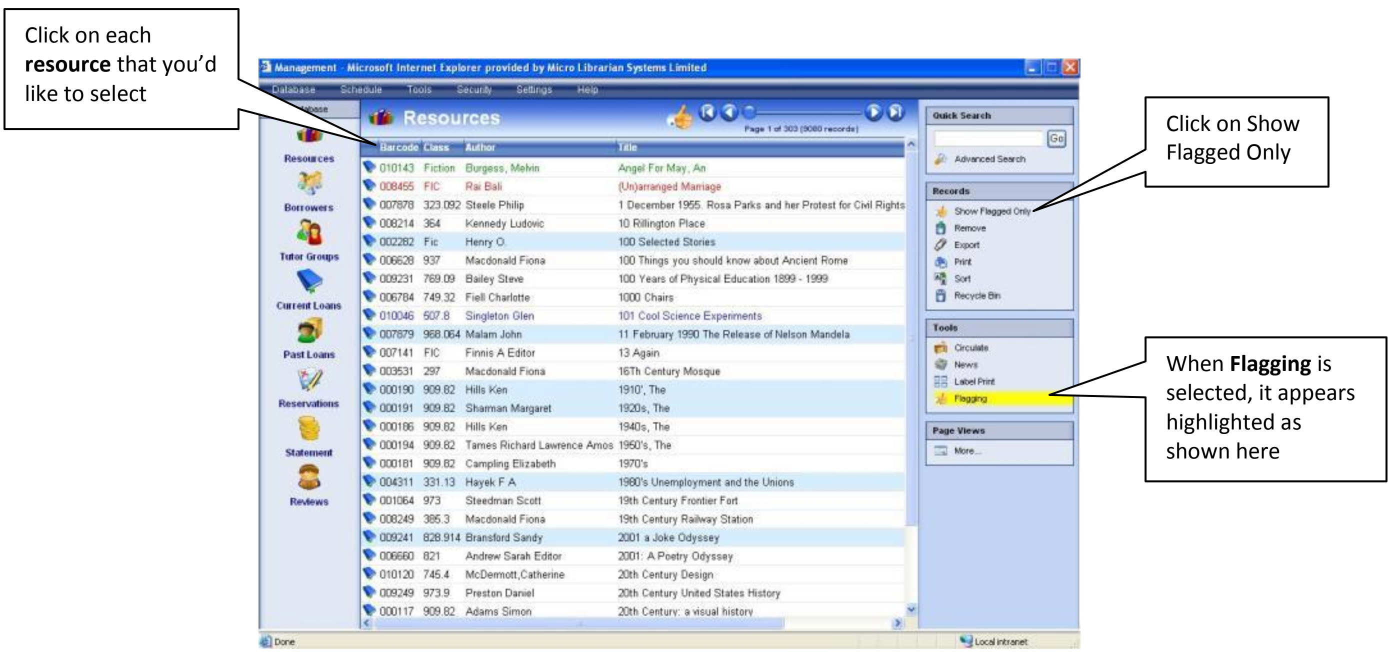
Firstly, using the **Advanced Search**, search for a list of records which will form the basis for your final list e.g. **Keywords including Astronomy**.

Then click on the 

icon under the **Tools** tab on the right of the screen. A Small menu will appear, click on flagging by mouse.

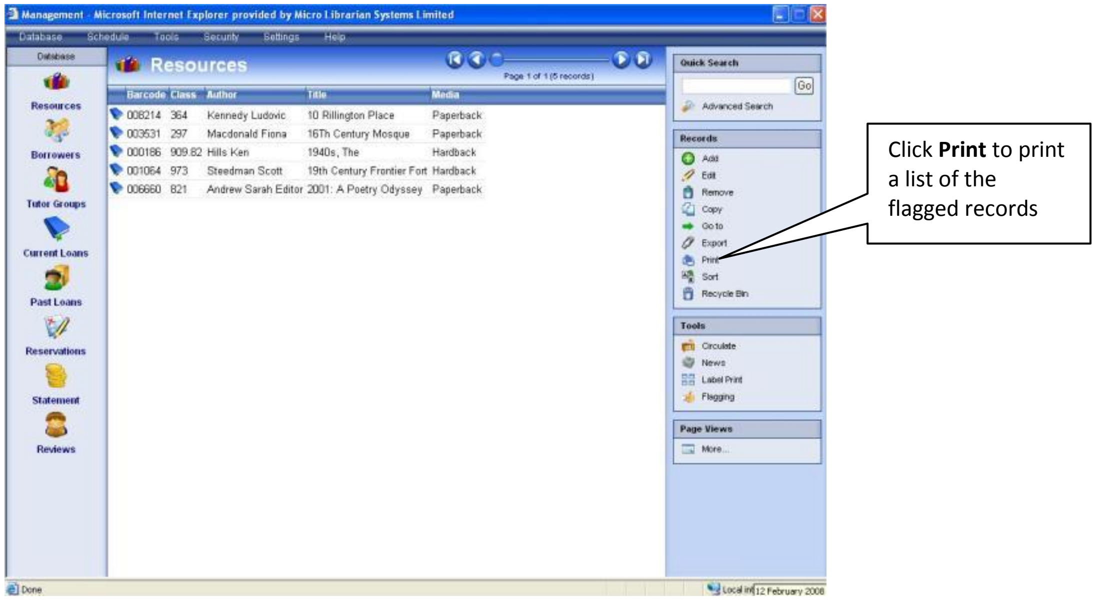
Click on each record that you'd like to select. As you do this, the record will become highlighted. If you change your mind, simply click on the record again and it will be de-selected.

Once the flagged items show, click on **Show Flagged Only** under the **Records** tab on the right of the screen. This will remove any un-flagged records from the screen, leaving you with just the flagged ones.



To print the list of Flagged items, click on the 

icon under the **Records** tab on the right of the screen.



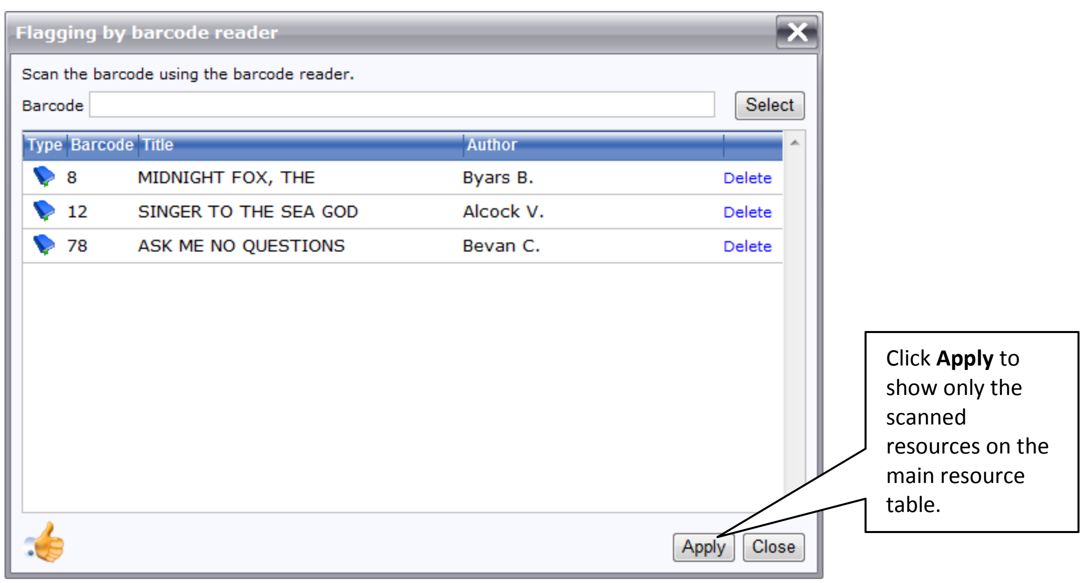
Flagging using the Barcode Reader

There may be times when you wish to flag using the barcode reader, e.g. selecting a number of resources which require deletion from the system.

Click on the icon 

under the **Tools** tab on the right of the screen and select **flagging by barcode reader**.

The flagging by barcode reader window will appear. Scan your resources and click **Apply**.



Page Views

What is a View?

A View is a screen containing the fields and data of your choice. The views, both standard and ones you have created, will vary depending on the database you are in.

The Page Views facility in **Junior Librarian.net** allows you to customise the display in each of the databases by setting your own default view. **MLS** have already set up a number of standard views within each database for you to utilise, these are called **System Page Views**. However, you can create your own Views containing the fields and data you wish to display.

How do I create new views?

For information on how to create a new view, see **Chapter 11: Customising Junior Librarian.net**, section on **Page Views**.

Sorting Data

How do I sort the databases into a different order?

To sort any of the databases into a particular order, click on the **Column** heading.

Example: To sort the Class column into ascending order, click on **Class** once. To sort Class into descending order, simply click on **Class** again.

Barcode	Class ▽	Author	Title	Media
5125	Fiction	Barlow Steve	Nev'S Big Day	Paperback
1249	Fiction	Westall R.	Stones Of Muncaster Cathedral, The	Paperback
4355	Fiction	Aiken R	Necklace Of Raindrops	Paperback
5365	Fiction	Swift J.	Gulliver'S Travels	Hardback
20145	Fiction	Mowll, Joshua	Operation Typhoon Shore	Hardback
742	Fiction	Le Guin U.	Tehanu: The Last Book Of Earthsea	Hardback
3095	Fiction	Guy R.	And I Heard A Bird Sing	Paperback
55	Fiction	Barber. A	Mousehole Cat, The	Hardback
67	Fiction	Berry J.	Future-Telling Lady, The	Hardback
1380	Fiction	Disney W.	Mickey Mouse In Colour	Hardback
1238	Fiction	Wallis J.	Sonic The Hedgehog Adventure Gamebook 1 Metal City Mayhem	Paperback

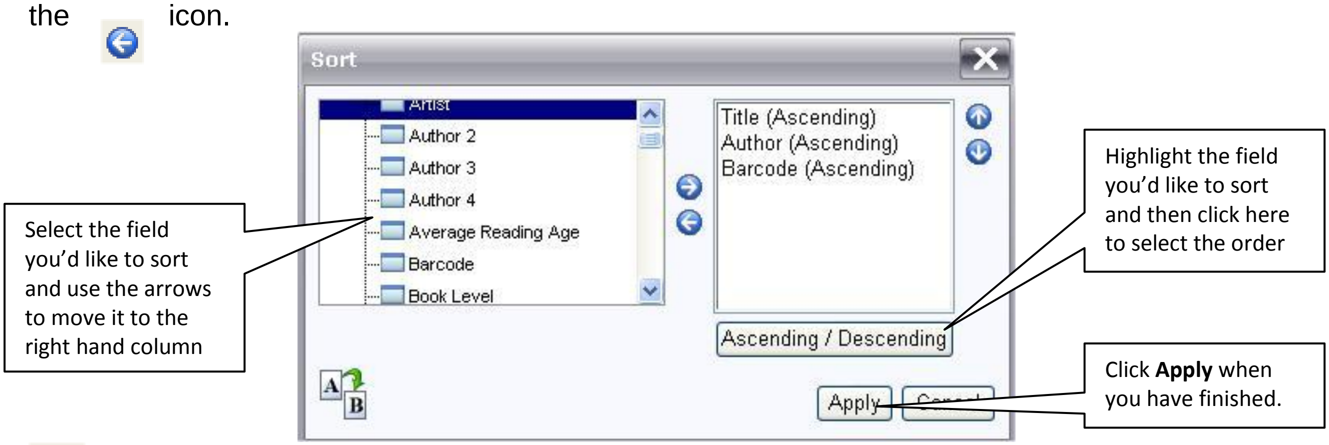
If you want to sort by more than one column, click on the Sort icon under the **Records** tab on the right of the screen.

For example: You could sort by Class and Author, which would mean all the '200' Classifications would be shown together but would be in alphabetical order by Author.

Highlight each field in turn that you want to sort and use the  icon to move the selected field into the right hand box.

Once the field is listed, click on it to highlight it and then choose whether you'd like the column data to be listed in **Ascending** or **Descending** order by clicking Ascending / Descending

If you want to move a field back, highlight it from the list in the right hand box and then click on the icon.



Use these arrows to move up and down your selected fields.

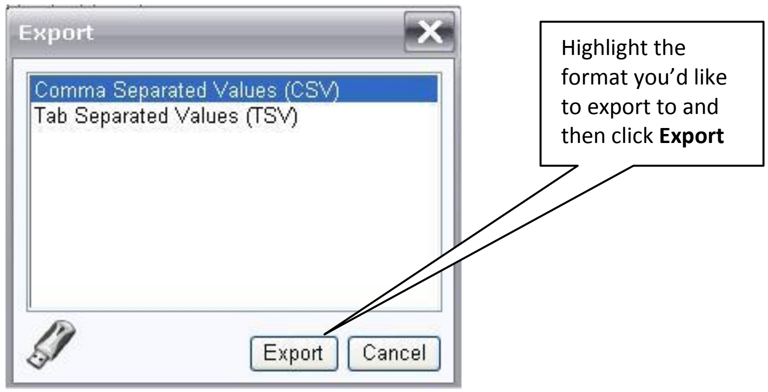
Exporting Data

Whilst you are in any of the databases, you can export the data on screen to a different format. Currently the options are Comma Separated Values (**CSV**) and Tab Separated Values (**TSV**).

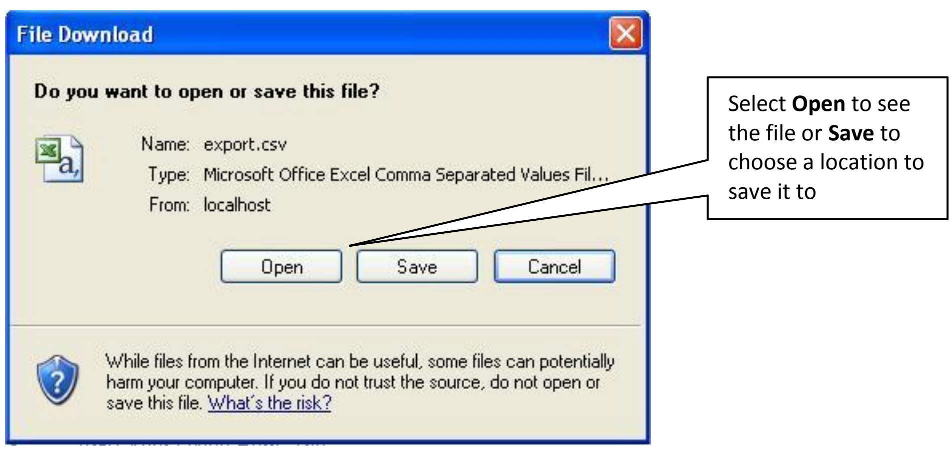
How do I export data into a different format?

Search the database for the information you want to export and then click on the icon under the **Records** tab on the right of the screen.

The **Export** screen will then appear. Highlight the format you'd like to export to and then click **Export**.



When you have clicked Export, you will need to select a location for the file to be saved to by clicking on **Save**, or if you want to view it you can select **Open**.



Printing Data

You can print data from any of the databases in **Junior Librarian.net**.

How do I print data?

Search the database for the information you want to print and then click on the icon under the **Records** tab on the right of the screen.

It's possible for you to restrict the pages which are printed from **Enquiry**. Please see **Chapter 3: Settings,** section on **Printing** for more information.

Chapter 15: Silverlight Home Page

This chapter will explain how your borrowers can use **Junior Librarian.net** by using the **Silverlight Home Page** application.

The **Launching Silverlight Home Page** section explains what **Silverlight Home Page** is and how to open it.

The **Using Silverlight Home Page** section explains how your borrowers use all of the functions of **Silverlight**, as well as how to view their own borrower account details.

Launching Silverlight Home Page

What is Silverlight Home Page?

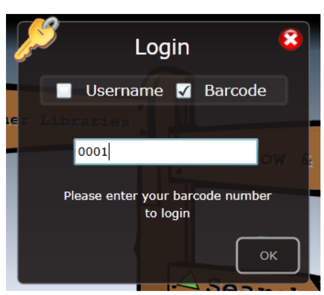
Silverlight Home Page is the general home page for **Junior Librarian.net**. It requires **Microsoft Silverlight** to run; this is covered in the **Prerequisites** section of **Chapter 1: Getting Started**. As long as **Silverlight** is installed on the computer, this page can be accessed by the students from any computer in the world.

You'll notice that there are only limited options available in **Silverlight Home Page** for students; compared to the **Grown Ups** login, which have access to **Grown Ups; Multi Issue ; Multi Return** etc. This is because student login permissions are designed to be used by any students wanting to **view** the library's resources, as opposed to wanting to make any changes to it. User account security is covered in great detail in **Chapter 13: Security**.

How do I open Silverlight Home Page?

Once you have launched **Junior Librarian.net** (See the **Getting Started with Junior Librarian.net** section of **Chapter 1: Getting Started**) you are in the **Silverlight Home Page**. Without logging in, you will have access to **Search** the library catalogue; view **News** items (by clicking on the Newspaper), **Top Ten** resources (by clicking on the books on the towel), and **New Resources** added to the system (by clicking on the hot air balloon).

In order for the student to start using the library in a more interactive way, they need to



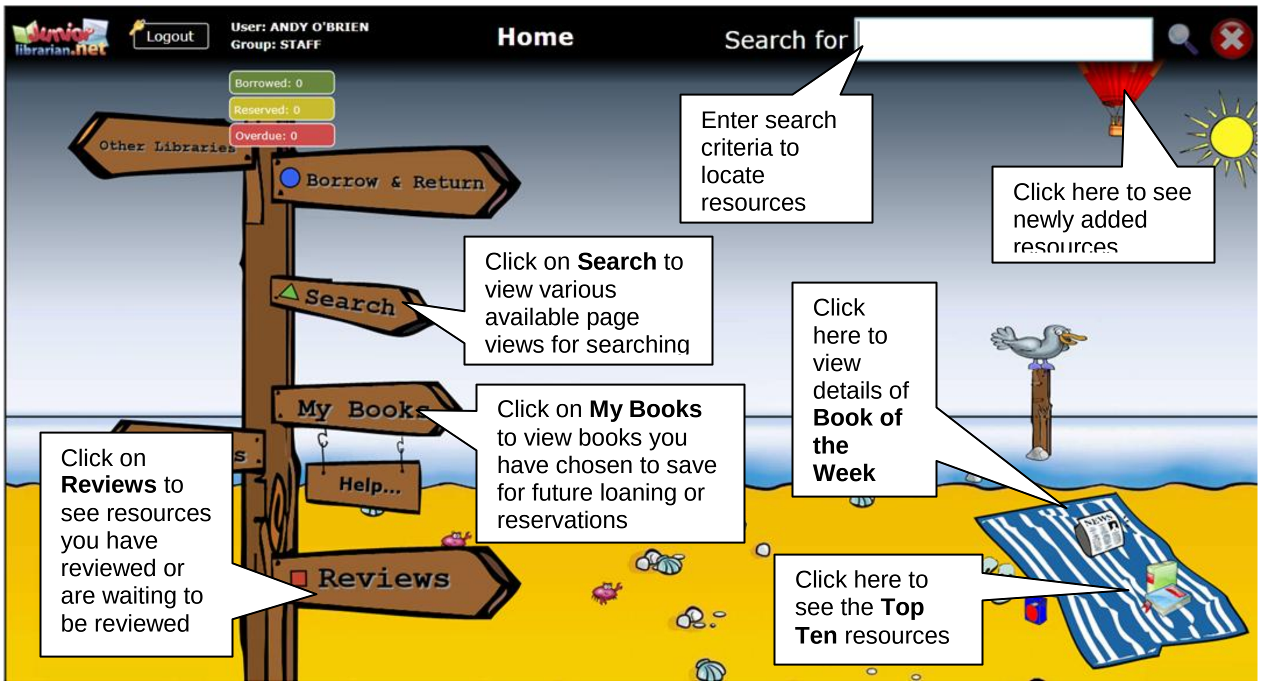
Students may login either by using their **barcode**; a **username** and **password**; or the **identikit**.

Using Silverlight Home Page

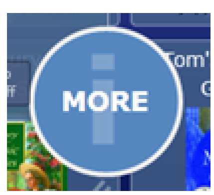
How do borrowers view resources?

Once the borrower has logged into **My Account** there are various different ways in which they can view resources. Read the captions below for further details.

Please Note: The information shown in **Search / Views** depends on the views which have been created specifically for the **Silverlight Home Page**. For more information on Views see **Chapter 12: Customising My Library Software**, section on **Page Views**.

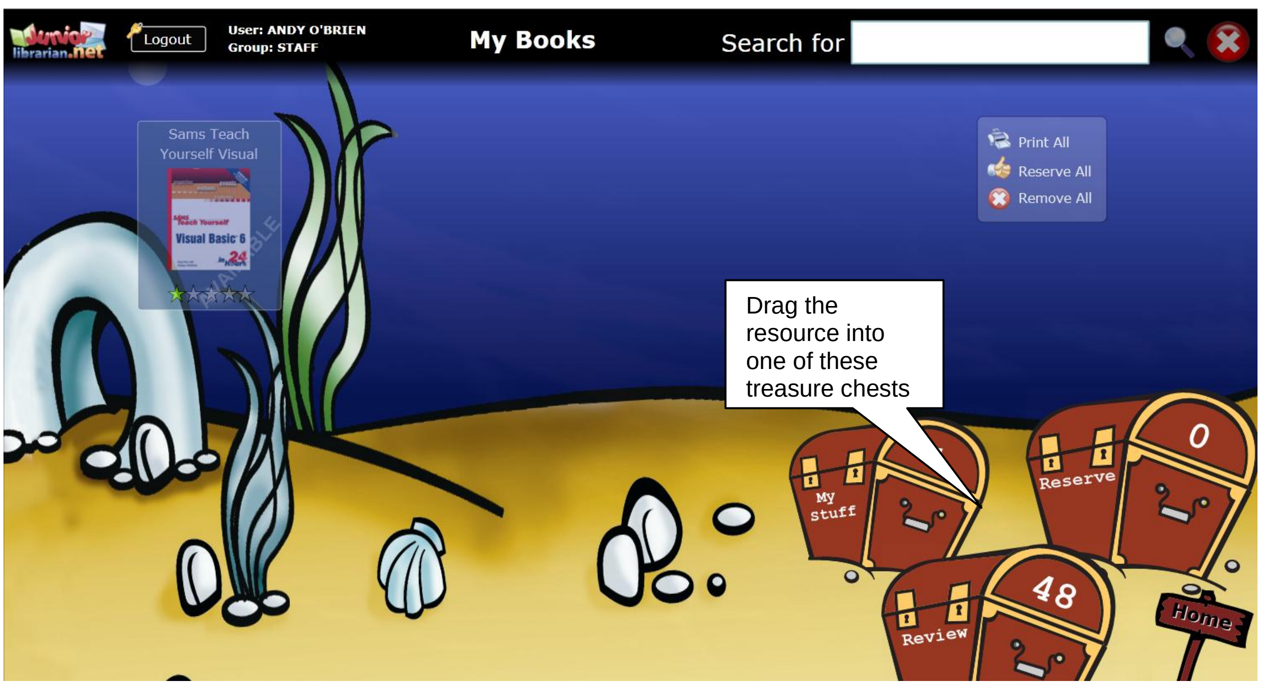


To view a resource from the **Home Page**, simply click on the resource once to expand the view, and then click on the **More** icon to open the record.



If you like the resource and would like to add it to **My Stuff**, simply click and drag the resource into the **My Stuff** treasure chest.

Then click on the treasure chest to enter **My Books**, where you can **Reserve** the resource, or put it in your queue for **Reviews**.



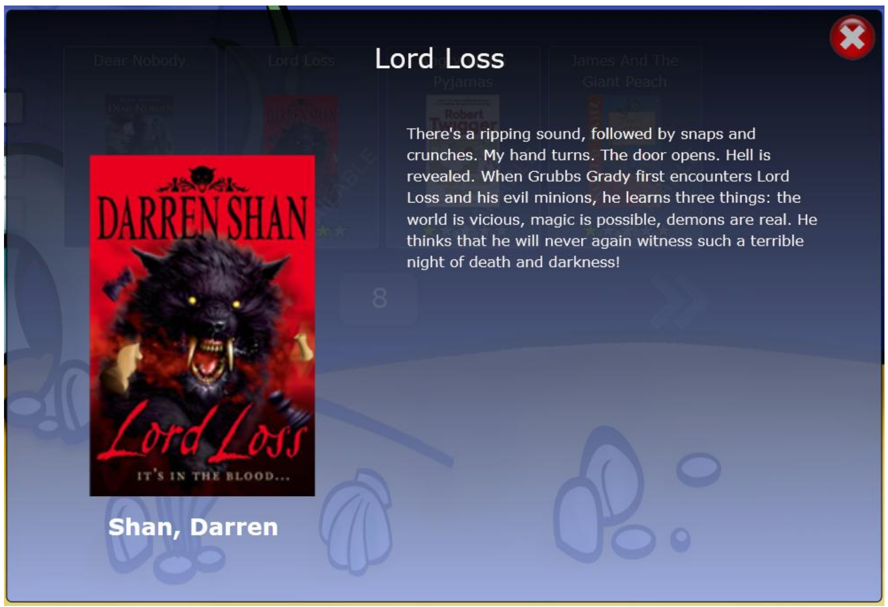
What other information is shown on a resource record in Silverlight Home Page?

The **Summary** pane will be populated with information from that resource record. Click on **What Other People Have Said....** to read any reviews written for that resource.

Also click on **I want to write a review** to write a review for that resource; or **Show me where it is** to view where the resource is in the library via means of a floor plan.

<u>Summary</u>

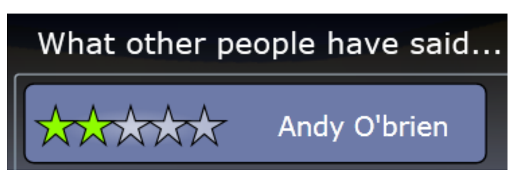
The Summary pane gives a brief description of the resource; usually taken from the synopsis on the back of the book.



<u>Reviews</u>

There are two **Reviews** icons:

which allows you to **write** a review for that resource; and...



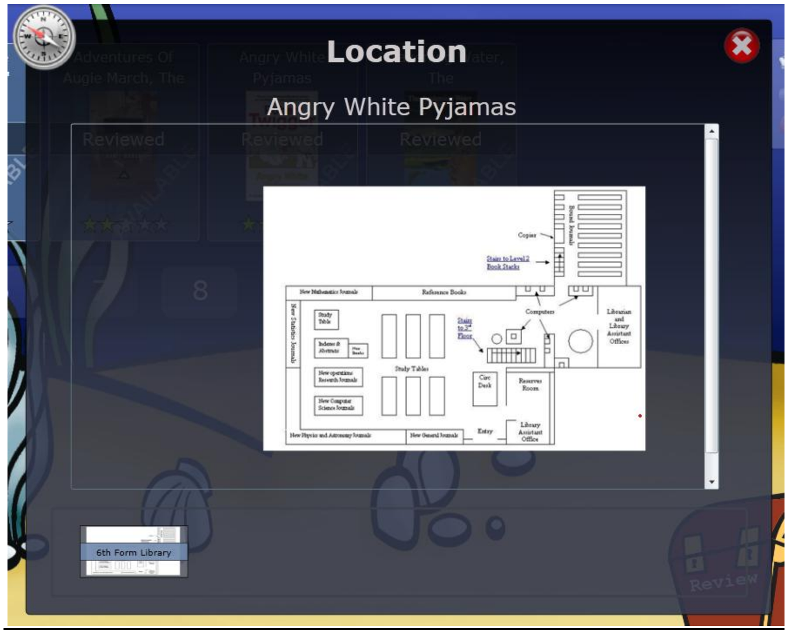
which allows you to **read** reviews which have been written for that resource; simply click on the name of the student who has written the review.

Only once a written review has been **approved** within **Grown Ups** is it available for the rest of the students to view (discussed in greater detail in **Chapter 10: Reviews**)

Floor Plan

The Floor Plan button 

shows where the resource is located.



How do borrowers use quick search?

Simply type in the desired search criteria into the **Search** box. Once entered, either click on the magnifying glass, or press **enter** on your keyboard.

To clear the search, click on the white **X** within the red circle.

How do borrowers use advanced search?

The **Search** facility is quick and simple to use. Simply click on the **Search** link displayed on the **Home** page.

Use the **Picture** search facility to search under topics, which are illustrated in picture form. For example; **Food and Drink**

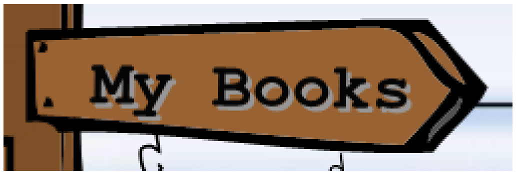
The **A to Z** search facility allows you to search for all **Resources** in an alphabetical order.

Distinguish the search between **Author; Title; Series** and **Genre**. Then simply click on the letter of the alphabet that you wish to search by. For example; All **Authors** beginning with the letter **V**

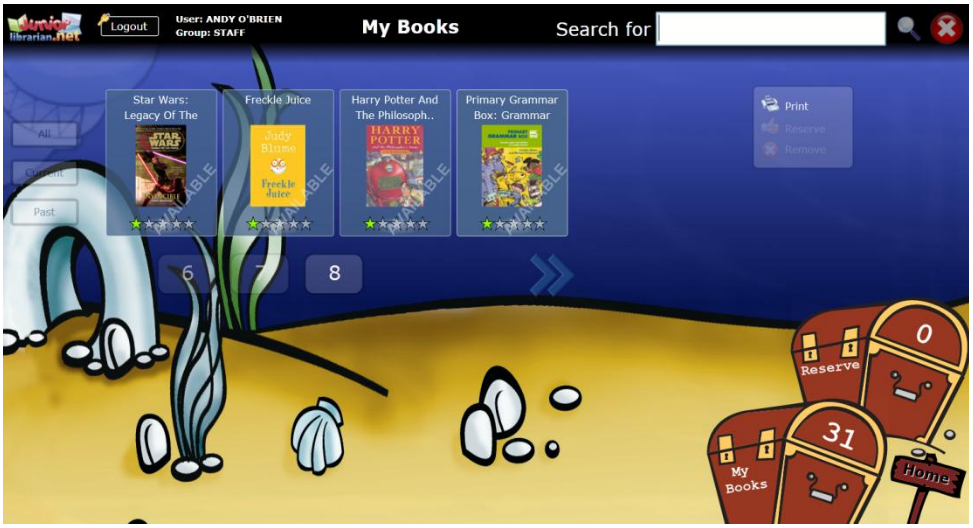
Use the **Views** search to search by particular **Page Views**. These **Page Views** are created by your librarian; it may be an idea to ask her to create specific page views for a project you may be doing. For Example; a page view for **Monet**, to display all resources linked to Monet.

How do borrowers view their loan history?

Once the borrower has logged into their individual area of the **Junior Librarian.net** site which details all of their loan information, reservations and reviews, it is possible for them to click on **My Books**.



The **All** link displays all resources saved in the **My Books** area.



The **Current** link lists all of the resources the borrower currently has on loan.

The **Past** link lists all of the resources they have previously borrowed

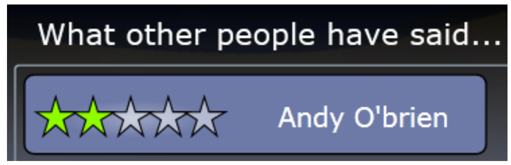
How do borrowers reserve resources?

If a borrower would like to reserve a resource they simply need to drag a resource into the **Reserve** treasure chest. Please note, this chest is only available on the **My Books / My Stuff** page.

How do borrowers review resources?

There are two **Reviews** icons:

which allows you to **write** a review for that resource; and...



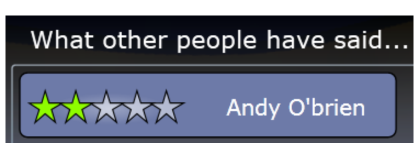
which allows you to **read** reviews which have been written for that resource; simply click on the name of the student who has written the review.

Only once a written review has been **approved** within **Grown Ups** is it available for the rest of the students to view (discussed in greater detail in **Chapter 10: Reviews**)

When the review is finished, click **Save**. The review will then be listed in the **Grown Ups** section in the **Reviews** database. It will need to be approved by the librarian before it can be viewed by other borrowers in **SearchStar**. (See **Chapter 10: Reviews;** section **How Do I Approve a Review**)

How do borrowers read reviews?

Simply by clicking on the **Read Review** link displayed on the **Search** and **My Stuff** pages



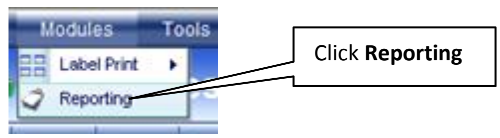
Chapter 16: Reports

This chapter tells you how to access and view the various reports which have been created for you in **Junior Librarian.net**.

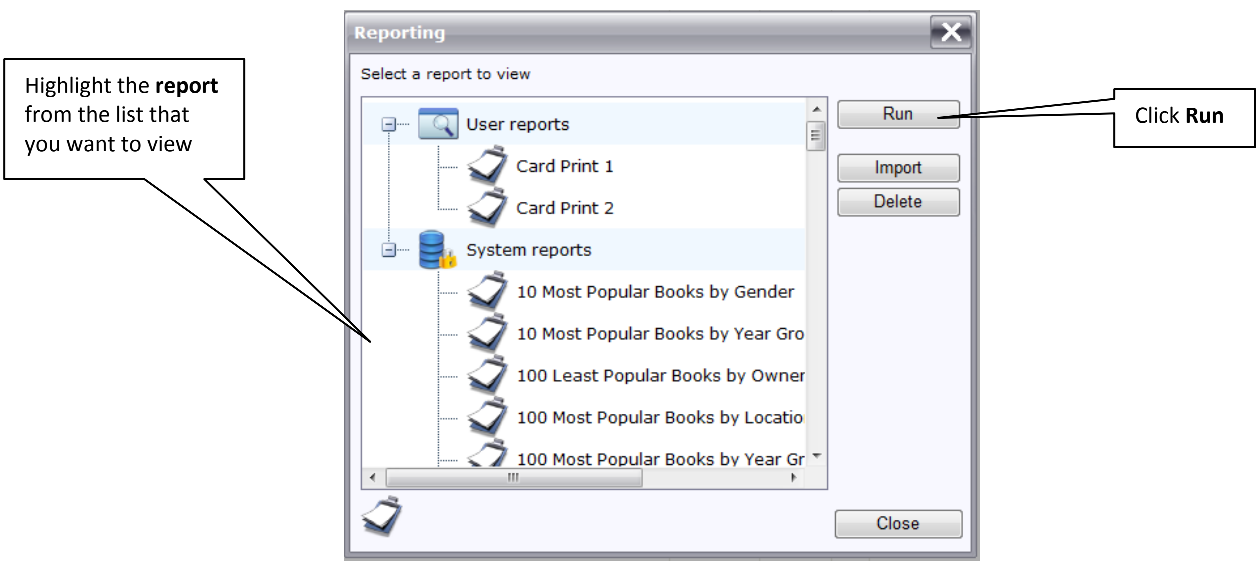
Accessing Reports

How do I view reports?

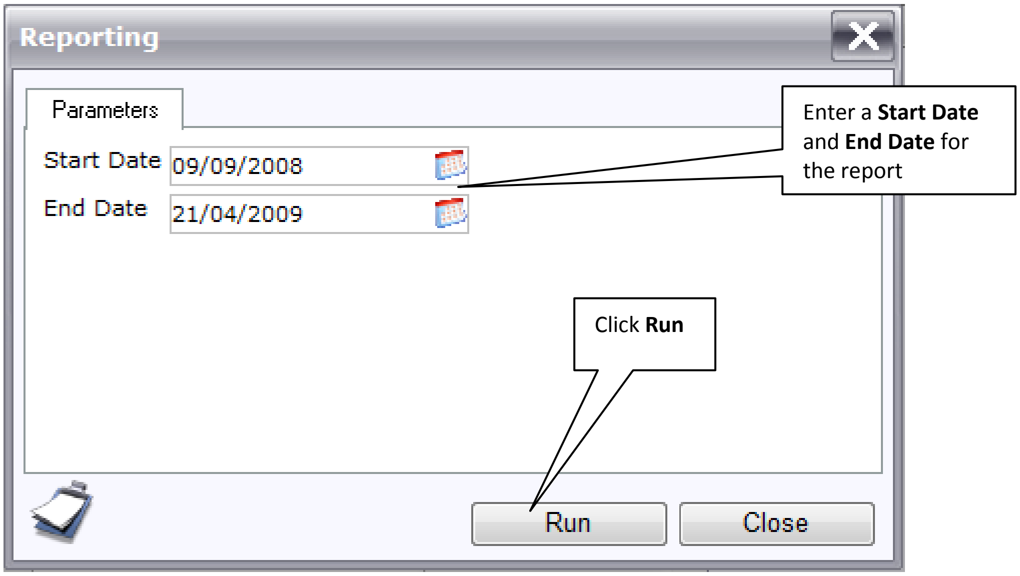
From the menu bar at the top of the screen select **Modules** and then **Reporting**.



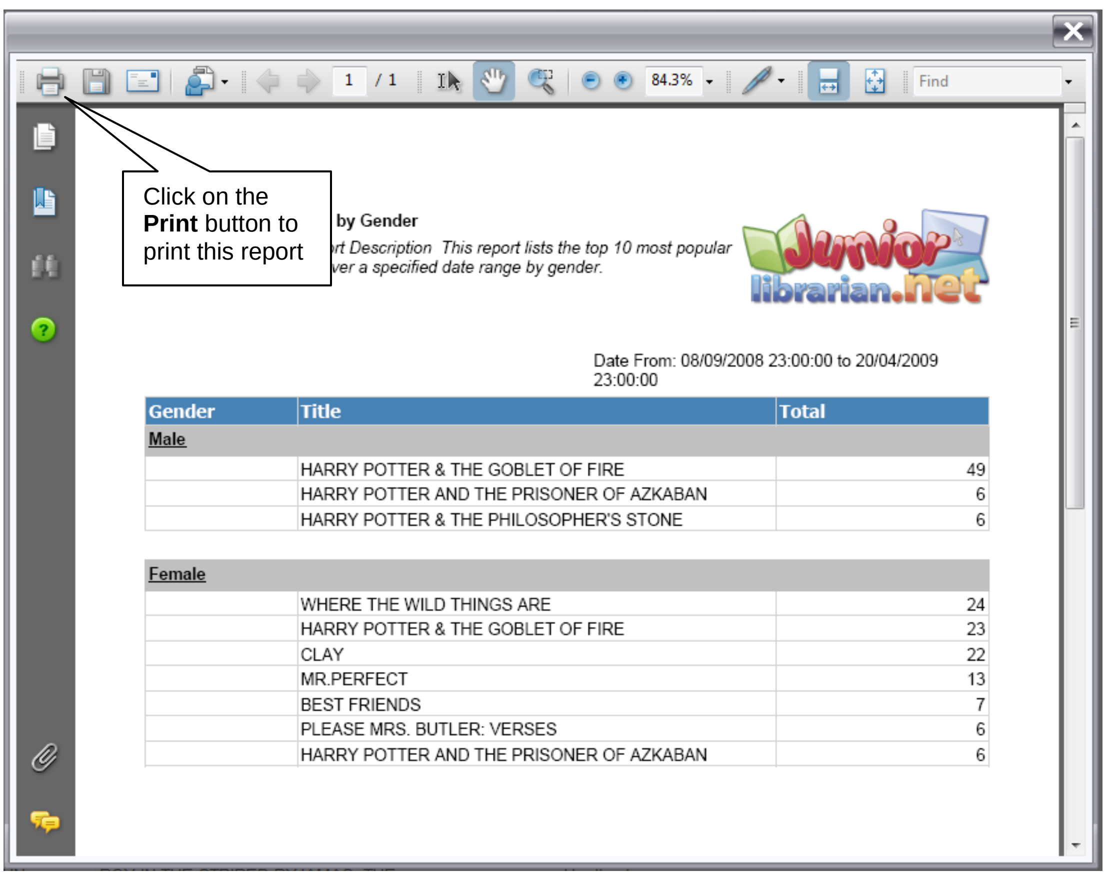
Highlight the report from the list that you wish to view and then click **Generate**.



Specify a date range for your report enter your start date and then click on **Run** to enter your end date.



Shown below is an example of the report **10 Most Popular Books by Gender** from **08/09/2008** to **20/04/2009**



Chapter 17: Label Print

This chapter explains how to use Label Print.

The **Technical Information** section tells you what you'll need before being able to use Label Print.

The **Printing Labels** section tells you how to print the different types of barcode labels for your resources and borrowers.

Technical Information

What will Label Print do?

LabelPrint is a program designed to offer users of **Junior Librarian.net** a facility to print their own bar code labels for resources and borrowers. These can be replacement labels for those lost or damaged or extra labels for new stock. It will also print labels without bar codes, for example classification spine labels.

Which printers will it work on?

Any laser, ink jet or bubble jet printer, but please ensure your printer is working with the correct driver installed. We recommend your printer is set to 'Best Quality' and not economy or draft mode. See your own technical support if this is not the case.

Which labels should I buy?

It is assumed you are printing on to A4 sheets with removable sticky labels. There are many different shapes and sizes of labels available from any stationers or office supplies outlets.

'*Avery*' labels are probably the most common and several of the more popular configurations of *Avery* labels are automatically selectable within the software.
However any label type should work, but may have to be described in terms of the dimensions etc. before they are added to the built-in list (see below). LabelPrint comes with various predefined label templates. Please note if you are using style **J8658** this is not suitable for barcodes.

When buying labels we advise:

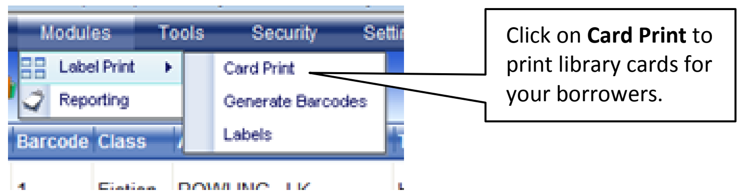
- Buy labels which are suitable for your printer
- If you are printing barcodes make sure you use labels with a white background
- To guard against wastage, print a test page first or use plain paper (the test page will show guidelines which will not actually be printed when you print the labels.)
- Scan the test barcode label to make sure that it beeps
- Ensure you insert your labels in the printer the correct way round!
  (If it prints over the label borders, then this is probably the case)

Printing Labels

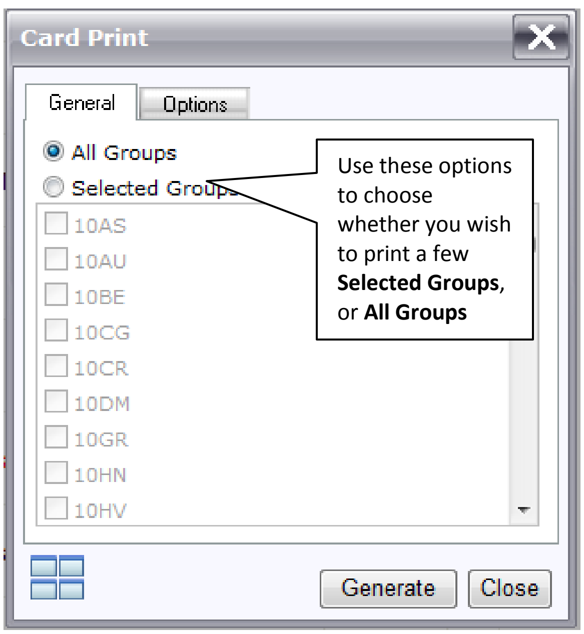
How do I print library cards for borrowers?

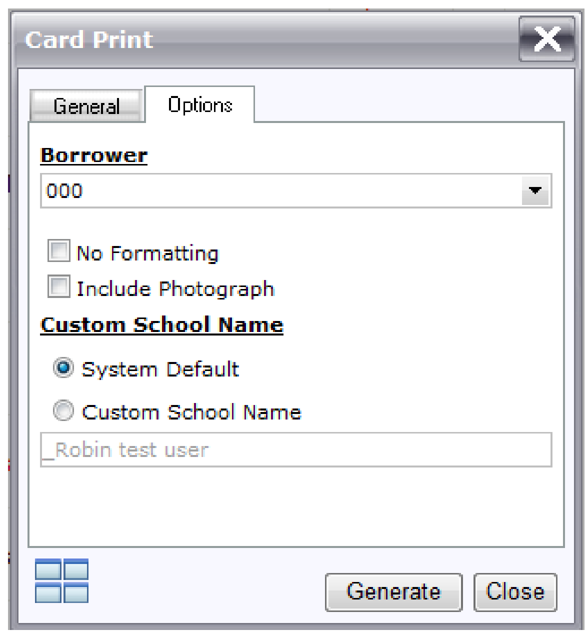
When Label Print is launched, if the background list displays your whole catalogue or borrower database, then the entire range will be printed.

Within **Grown Ups** open the **Modules** menu from the top menu options. Place your mouse over **Labelprint** to expand the sub-menu. From the sub-menu click on **Card Print**.



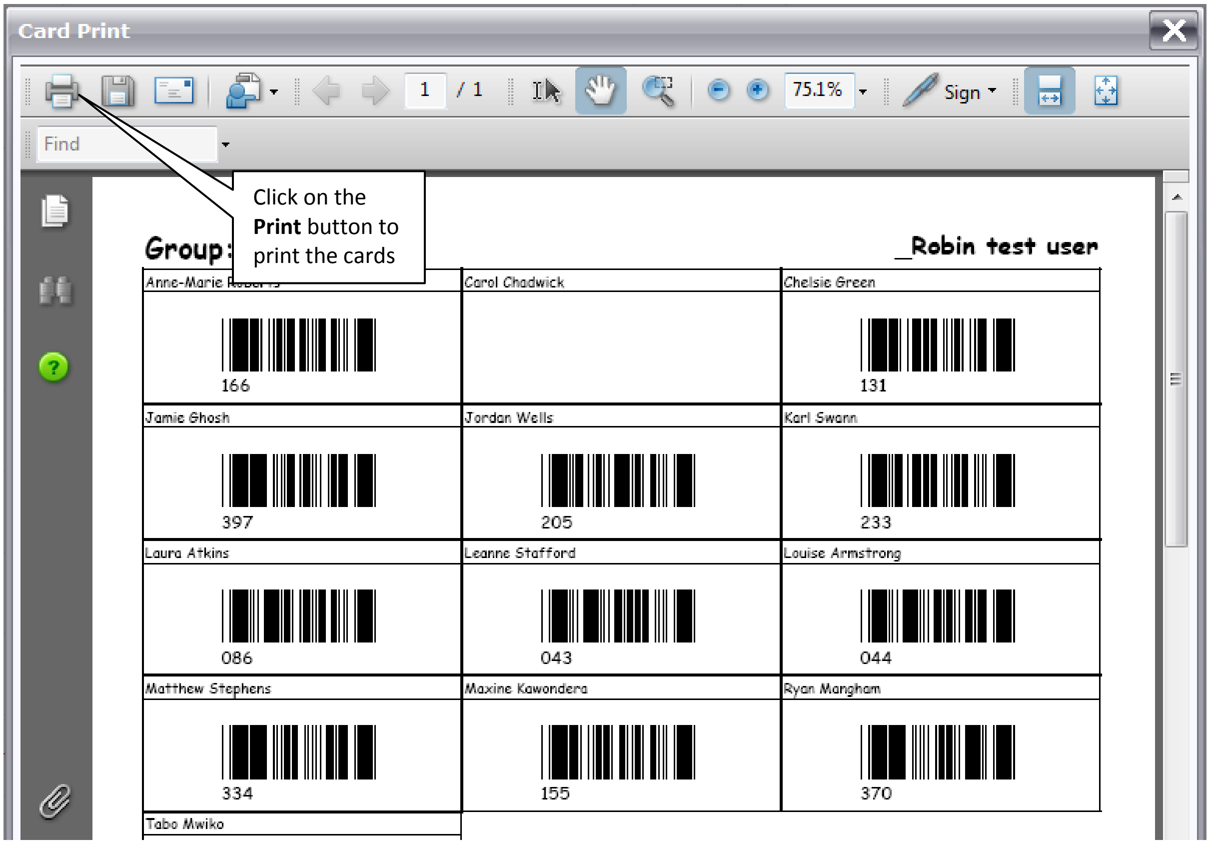
In the **General** tab of the **Card Print** screen below, either individually select the groups for which you wish to print cards by selecting **Selected Groups** and individually ticking the group boxes. Or choose to print for all groups by leaving **All Groups** selected.





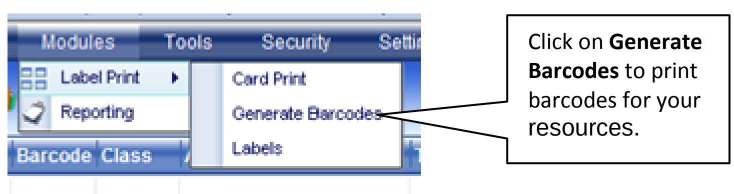
It is within the **Options** tab in the **Card Print** screen that customisation of the library cards is available. Below is a list of available formatting options.
Borrower Drop down (000) = this defines how many digits you would like the barcode to be. I.e. borrower '1' in this instance will show as '001'.
No Formatting = greys out the above option, giving no formatting to borrower barcodes.
Include Photograph = will include the pupil's photograph on each card, if entered on the system.
System Default = keeps the school name as the default (entered when you register this product)
Custom School Name = enter your own customer school name in the box below.

Once all details are as you would like them to be, click **Generate** to generate the library cards.

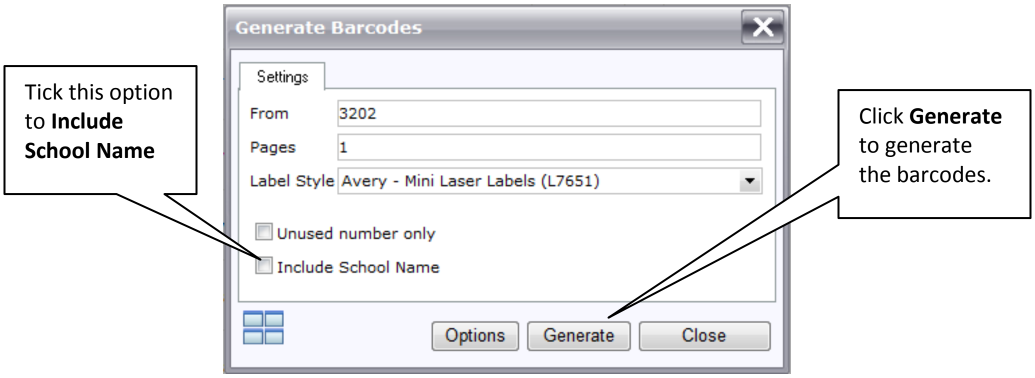


How do I generate new or existing barcode labels for resources and borrowers?

Within **Grown Ups** open the **Modules** menu from the top menu options. Place your mouse over **Labelprint** to expand the sub-menu. From the sub-menu click on **Generate Barcodes**.



On the **Generate Barcodes** screen below, there is the option to choose **From** which barcode number you would like to begin printing. The amount of **Pages** you would like to print. What **Label Style** you would like to choose. To tick **Unused number only** which will print brand new numbers not yet on the system, or to leave it un-ticked so you may print existing numbers on your system. There is even the option to **Include School Name**

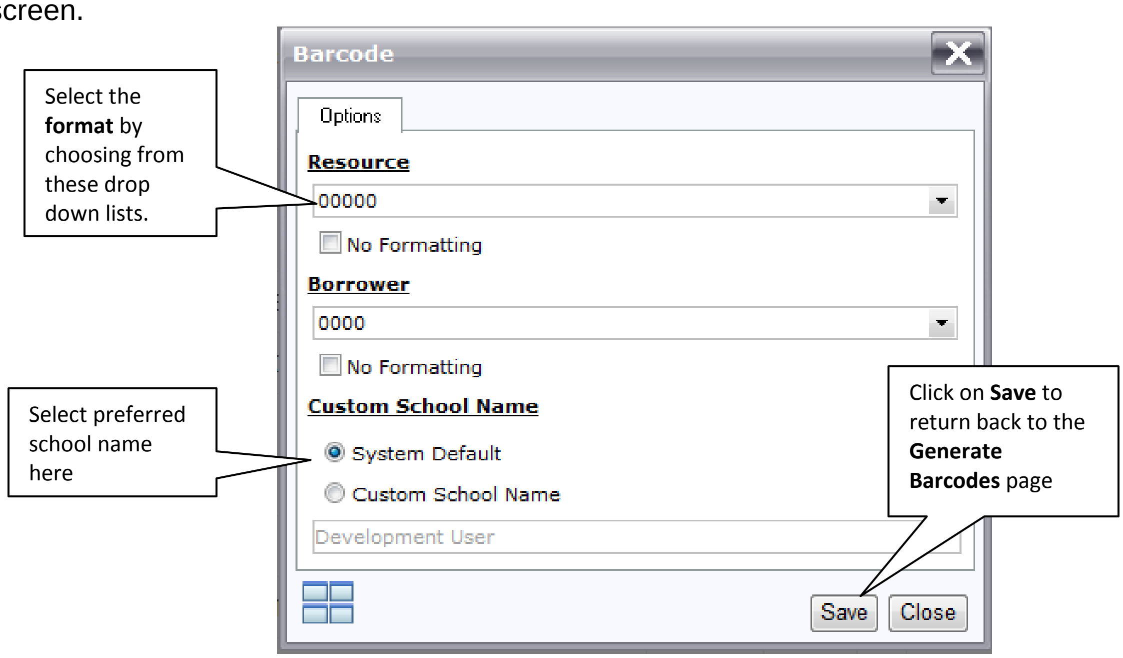


We strongly recommend that in the **Label Style** box, you select **Avery – Mini Laser Labels (L7651)**.

Shown below is the **Options** screen. It is quite similar to that of the **Card Print** screen (**Page 215**), in the way that there is a drop down list of barcode lengths to choose from, along with a tick box option to choose **No Formatting**. Because the **Generate Barcodes** function allows you to generate both **Resource** and **Borrower** barcodes, there is the option to select the length for each of these below.

The **System Default** school name enters the school name entered when registering the software. The **Custom School Name** allows you to type your own custom school name in the box below.

Please note: The school name will only be included if you tick **Include School Name** on the above screen.



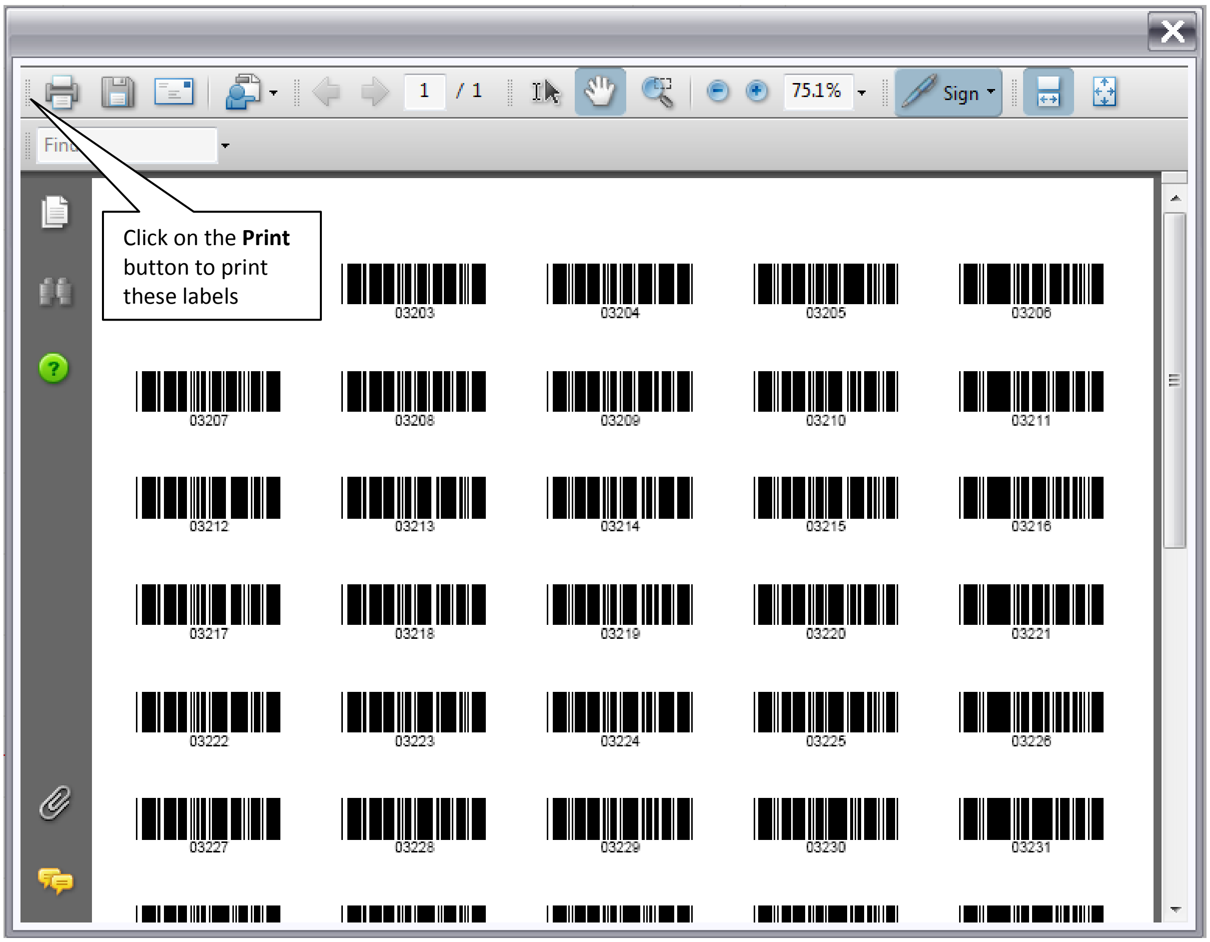
After clicking **Save** on the **Options** screen, click **Generate** to generate your page of **Borrower barcodes** or **Resource Barcodes**.

Please Note: In order to print Resource Barcodes, you need to be on the 

screen

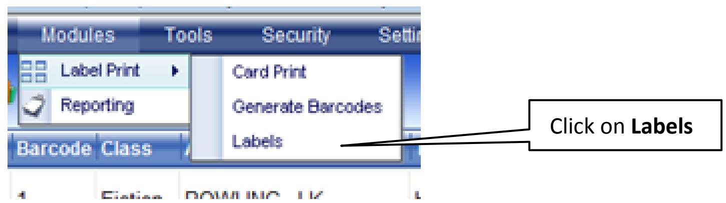
In order to print Borrower Barcodes, you need to be on the 

screen

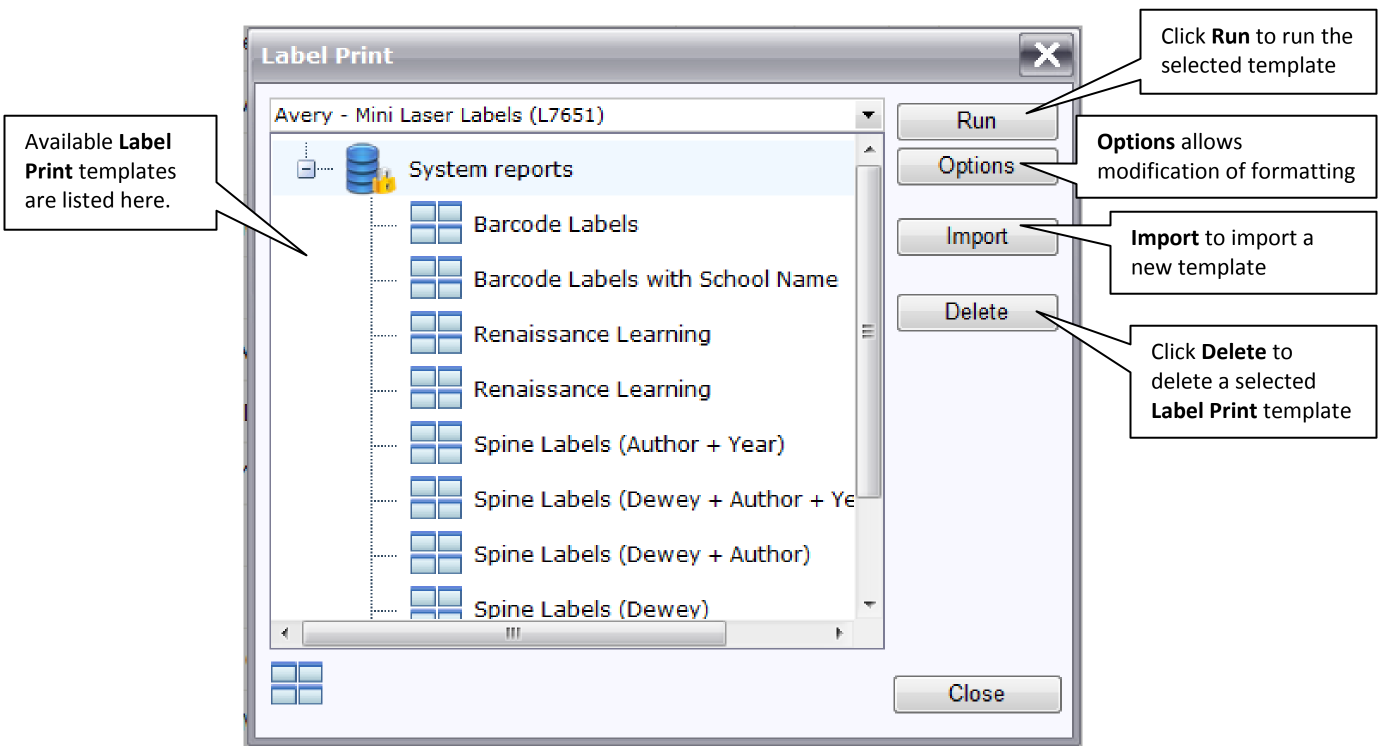


How do I print book labels?

Whether you wish to generate **Spine Labels** showing the Dewey number, or **Renaissance Learning** labels showing the Quiz Number, all of these label templates are accessible from the **Labels** option on the **Label Print** sub-menu.



In the **Label Print** window, shown below, there is a large selection of label templates to choose from.

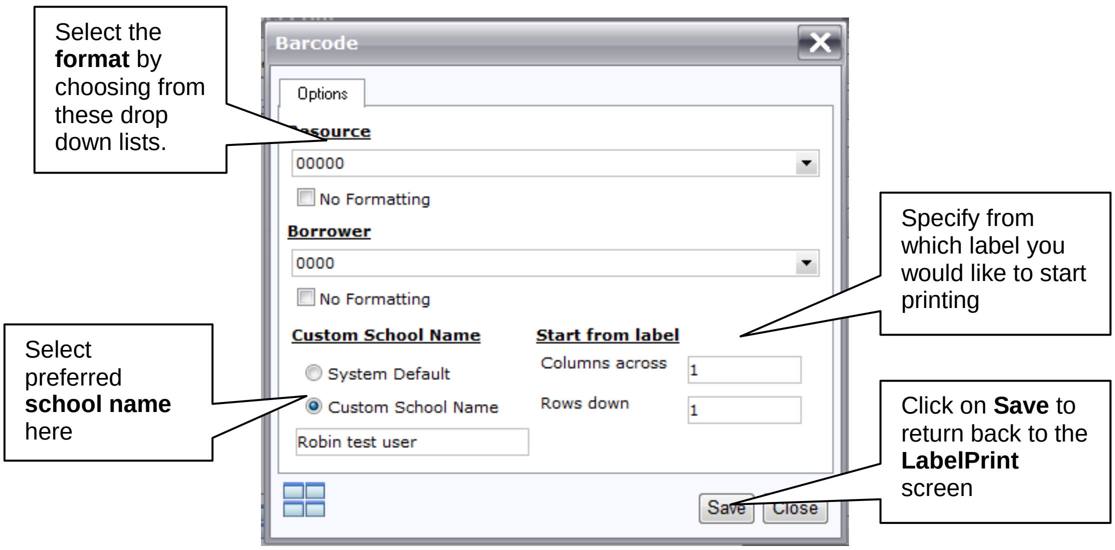


Please Note: **Label Print will generate exactly what is shown on either the Resources or Borrowers screen behind. Therefore, if you only wish to print labels for a certain amount of Resources or Borrowers, perform either an Advanced Search; or flag items and Show flagged only.**

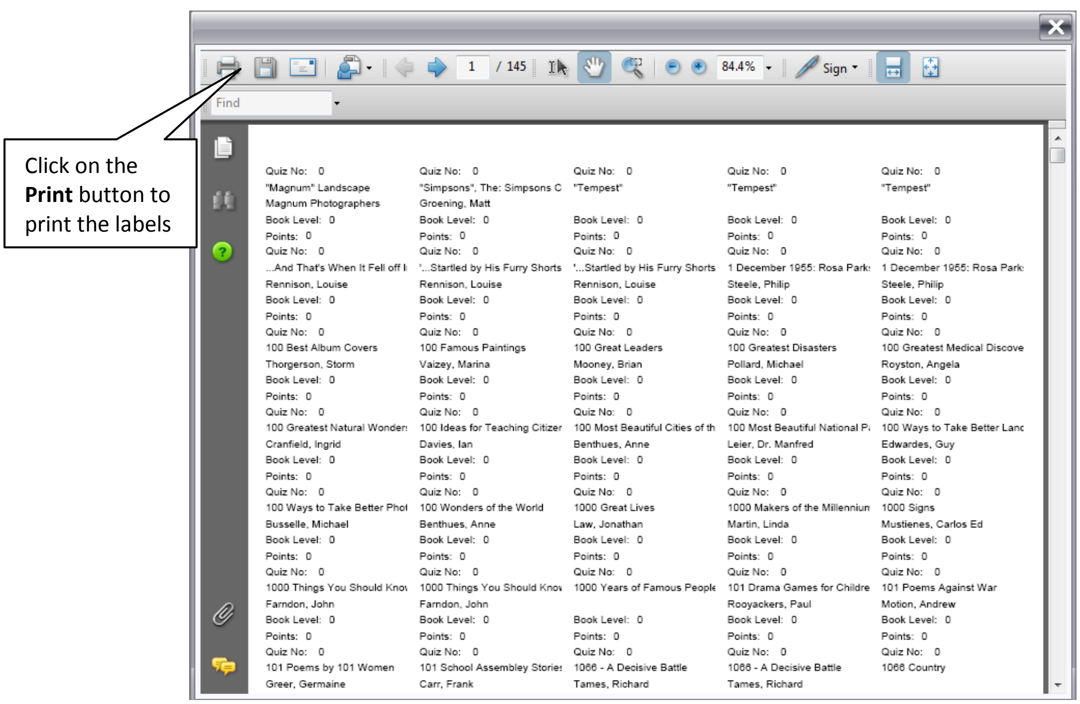
The **Label Print Options** screen is exactly the same as the **Generate Barcodes Options** screen. Because the **Label Print** function allows you to generate both **Resource** and **Borrower** barcodes, there is the option to select the length for each of these below.

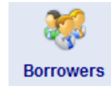
The **System Default** school name enters the school name entered when registering the software. The **Custom School Name** allows you to type your own custom school name in the box below. The **Start from label** allows you to specify from which label you would like to start printing.

Please Note: Only edit the options page if you choose to print barcode labels from LabelPrint.



Below is an example of **Renaissance Learning** labels.

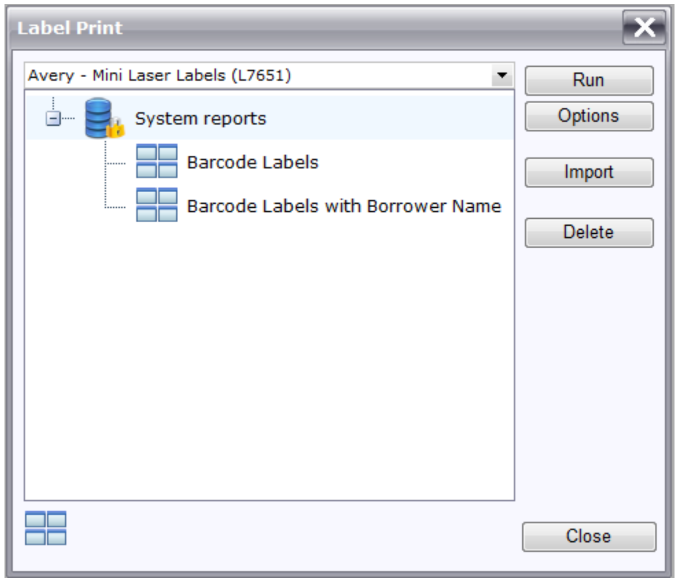


Depending on whether **Label Print** is accessed from the 

screen, or the 

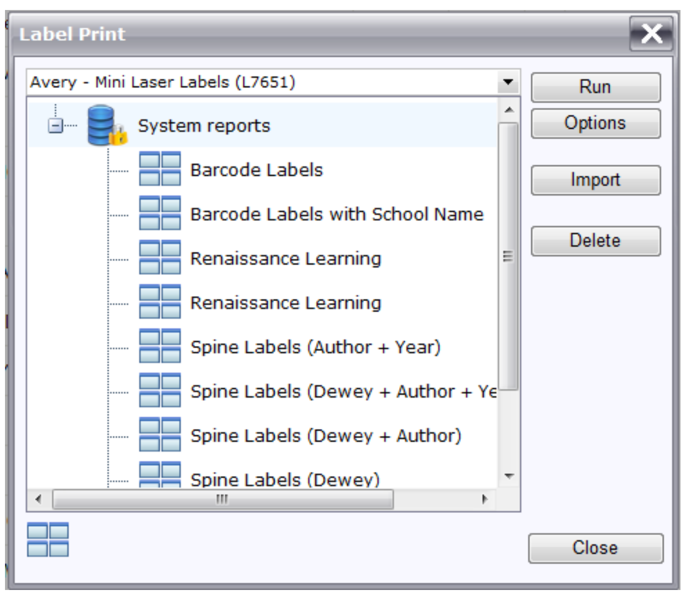
screen, the label print templates differ.

This is an example of **Label Print** in the **Borrowers** screen:



Note how only templates relating to **Borrowers** are available.

Below is an example of **Label Print** in the **Resources** screen:



Note how there are many more available templates when accessed from the **Resources** screen.

Chapter 18: StockCheck

This chapter explains how you can StockCheck all of your resources by using the StockCheck facility.

About StockCheck

Scanning the bar code labels of shelved items will enable StockCheck to produce details of **Missing** items by comparing those scanned with the full 'official' catalogue list. Items currently on-loan are kept as a separate list, but are effectively treated as 'in-stock'.

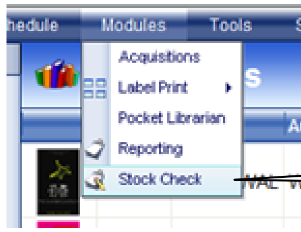
You can identify shelved (i.e. in-stock) items by scanning the accession number bar code label which was fixed in the resource when it was catalogued **(NOT the ISBN bar code on the back cover!)**. If this label is missing or unreadable, you can use the keyboard to enter the resource barcode manually.

StockCheck do's & don'ts

- **Don't** catalogue any new resources whilst a stock-take is in progress
- **Don't** issue any resources whilst a stock-take is in progress
- **Do** read through all this documentation before you start
- **Do** ensure you are using the latest version of your library system
- If you have bought or hired a Portable Bar Code Reader, **do** ensure you read through all the separate documentation for this
- If possible, **do** try to complete a stock-take without stopping or being interrupted

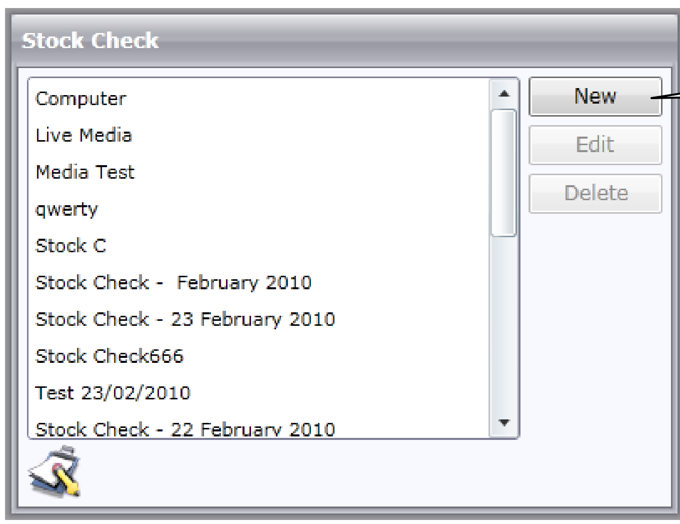
Creating a New StockCheck

To create a new StockCheck, click on **Modules** and then **StockCheck** from the menu bar at the top of the screen within **Management**.



Click **Module**, **StockCheck**

Click on **New** on the right of the screen.

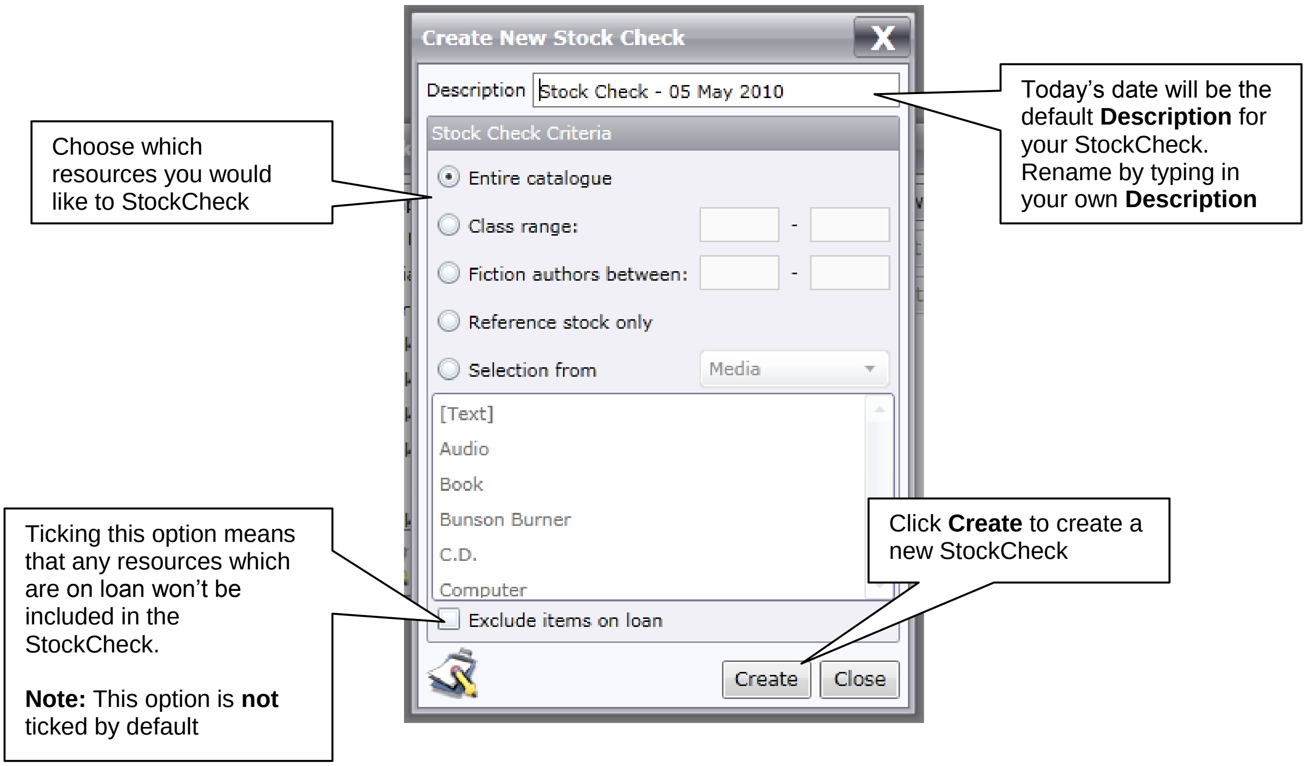


Click **New**

Today’s date will show in the **Description** field. To rename the StockCheck to something else simply type over the text in this box.

It is possible to StockCheck different sections of your catalogue at a time. Under the **StockCheck Criteria** option, specify which resources you would like to StockCheck by placing a tick in the relevant box.

Once you have selected which resources you would like to StockCheck, click **Create** at the bottom of the screen.



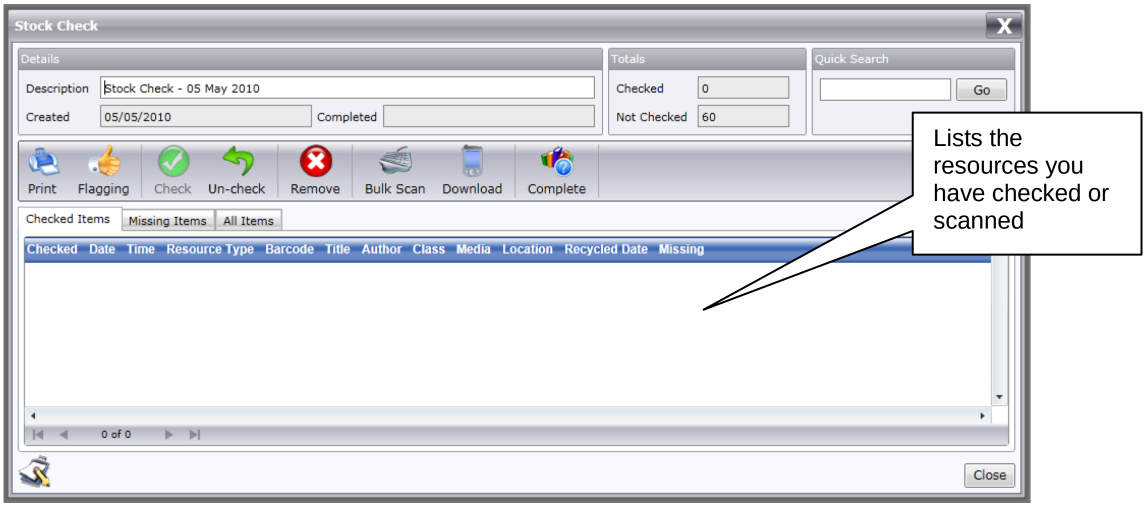
Once you have clicked on **Create**, the main **StockCheck** screen will appear.

StockCheck starts from the standpoint that everything is missing until scanned.

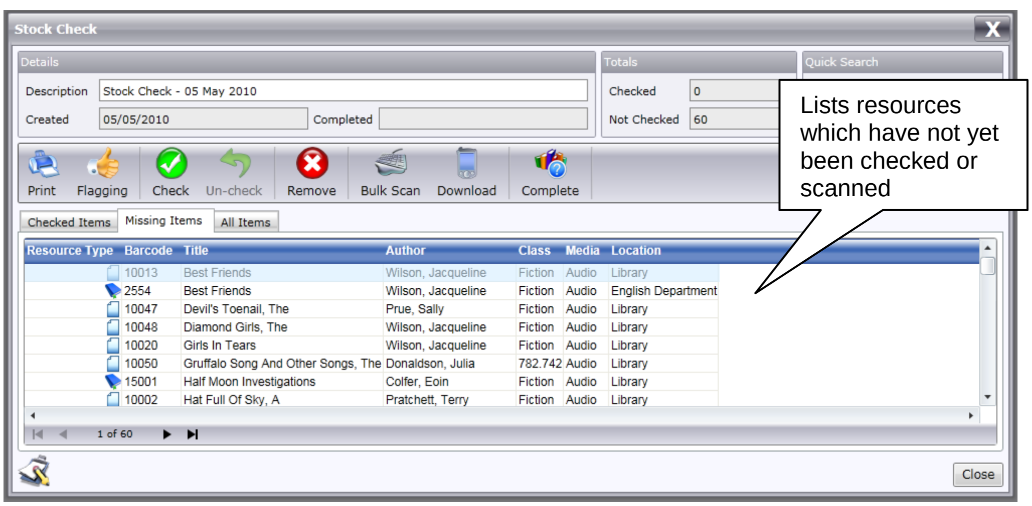
Please Note: Only resources which you have chosen to StockCheck will appear in the StockCheck screen. **All** other resources will be ignored.

On the main StockCheck screen there are 3 tabs, each showing different sections of your StockCheck:

Checked Items (default tab) – shows which resources you have scanned; this tab is empty upon creation of the StockCheck as it assumes that all books are missing until scanned.

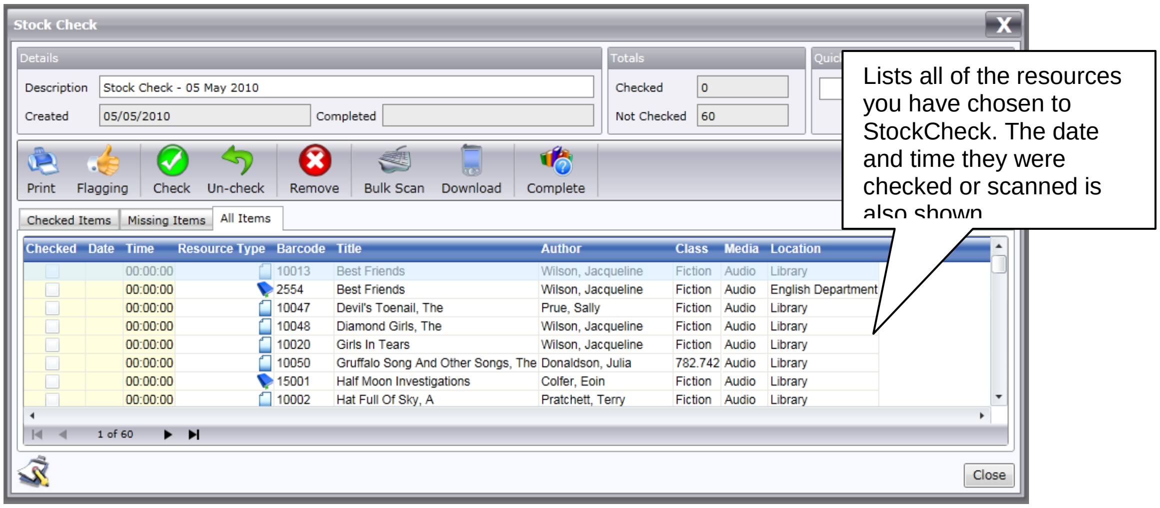


Missing Items – shows resources which haven't yet been scanned



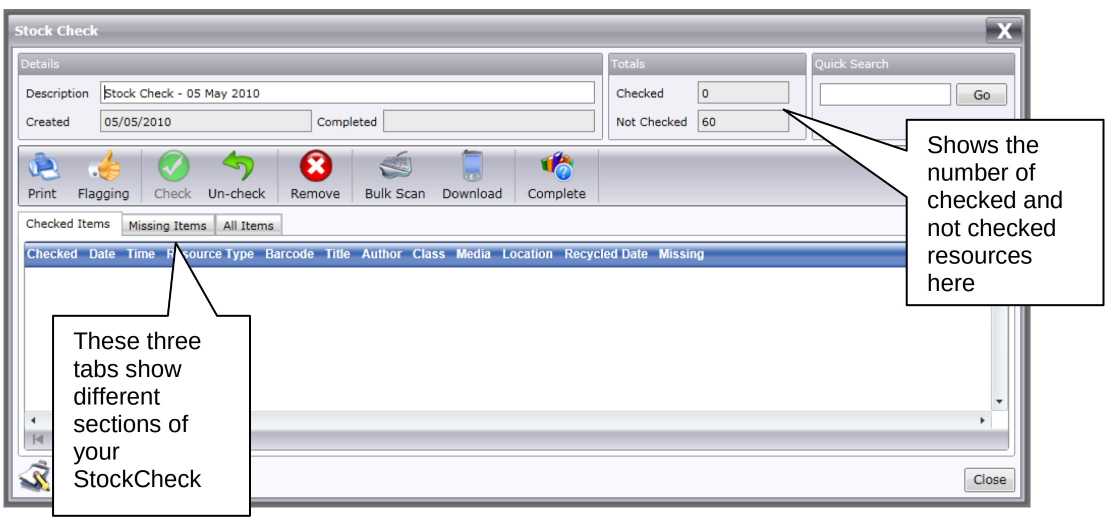
Please Note: The **Missing Items** screen only shows the resources which you have chosen to StockCheck and which haven't yet been checked or scanned.

All Items - shows all the resources included in the StockCheck, both scanned and not scanned.



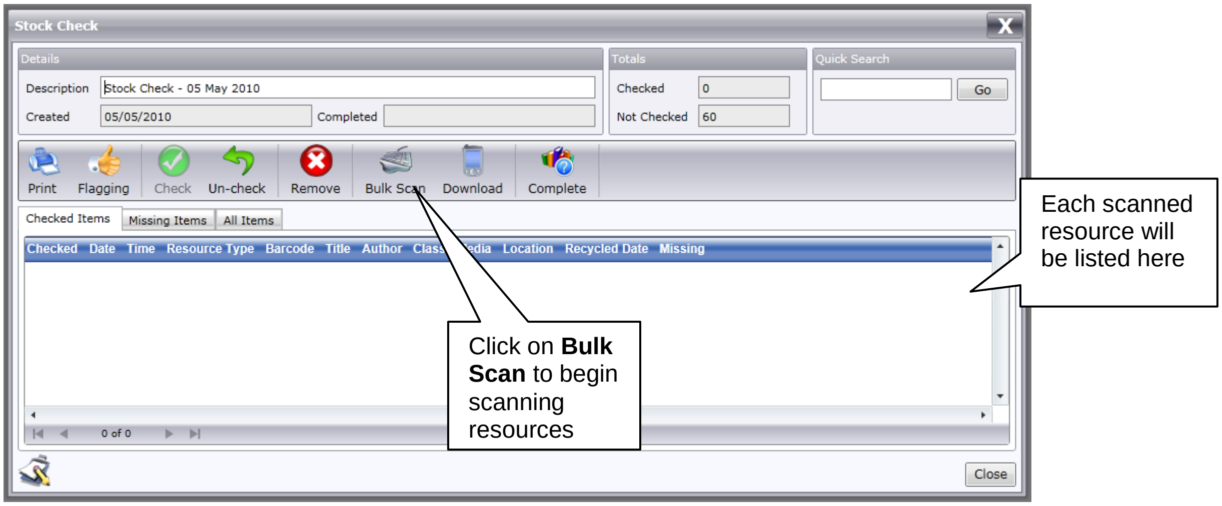
Please Note: The **All Items** screen only shows the resources you have chosen to StockCheck. If you have chosen to StockCheck **all** of your resources, they will all be listed on this screen.

In each tab under **Totals** at the top of the screen, you can see how many resources have been **Checked** and **Not Checked**.

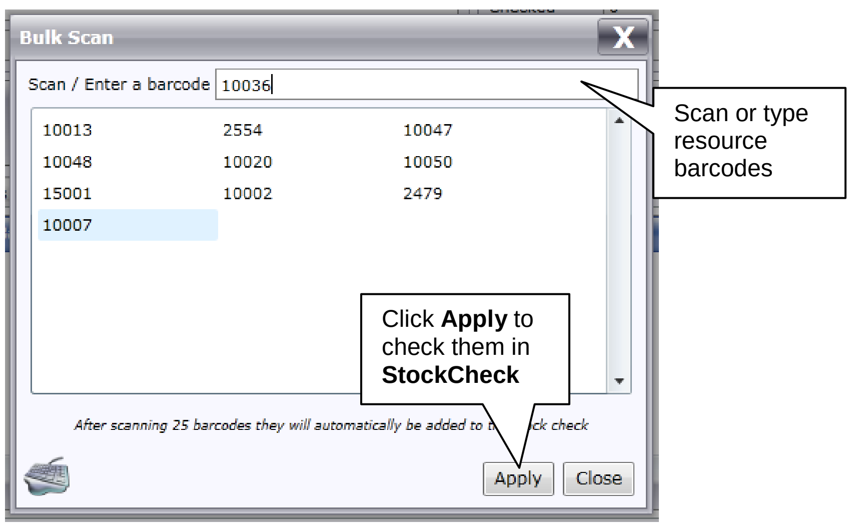


Scanning resources into StockCheck

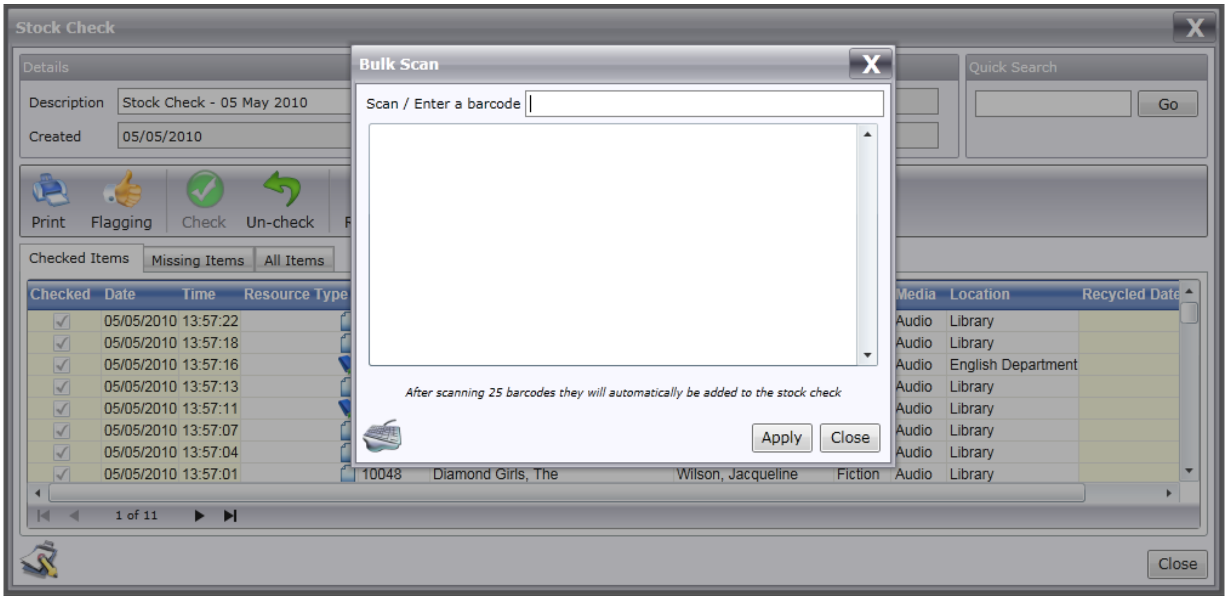
When you are ready to start scanning your resources, firstly ensure you are in the **Checked Items** screen.



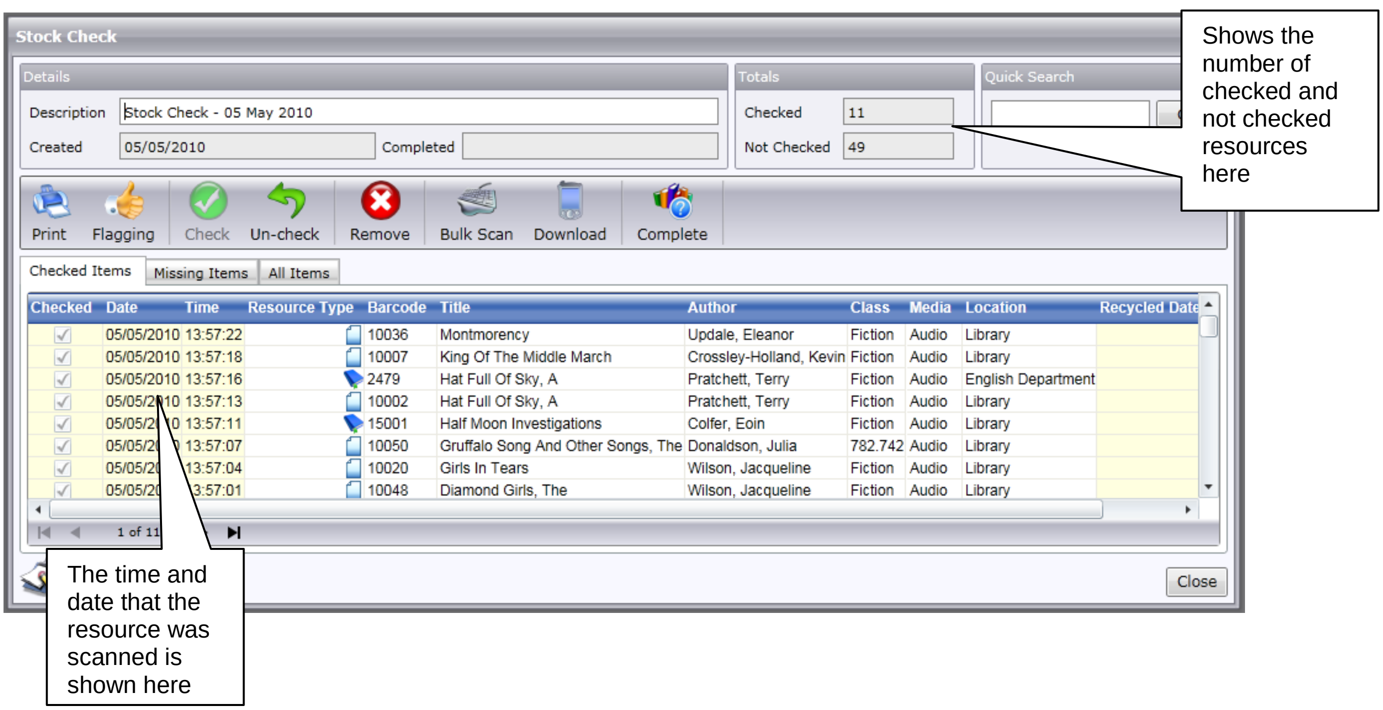
Click on **Bulk Scan** to begin scanning your resources, 25 at a time. As you are on a hosted system, adding the resources a few at a time aids system speed.



Once you have clicked **Apply** on the **Bulk Scan** screen, the screen will go blank but remain open so that you may scan the next batch of resources and all checked resources will display in the **Checked Items** screen behind.



Once you have completed scanning resources into **Bulk Scan** click on **Apply** for the last time, followed by **Close**. This will return you to the **Checked Items** tab of the **StockCheck** screen, displaying all checked items.



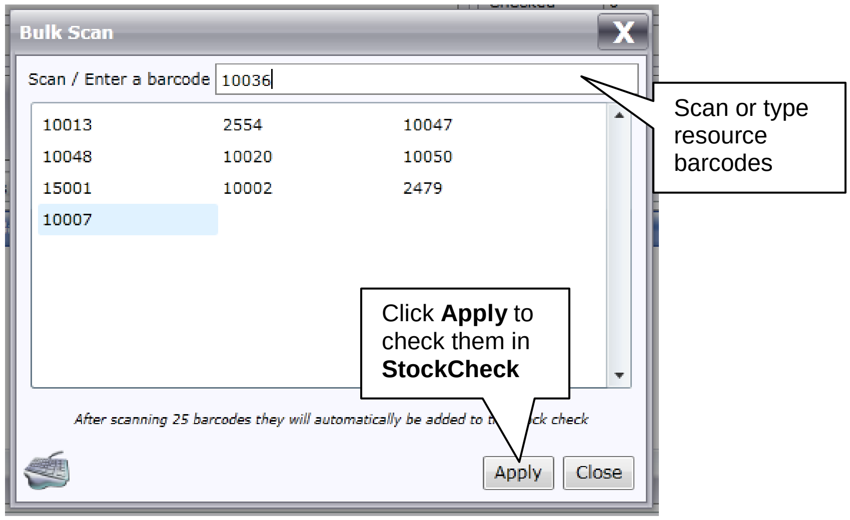
What if I do not have the resource barcode to scan?

There are two options if you do not have a barcode reader or a barcode to scan.

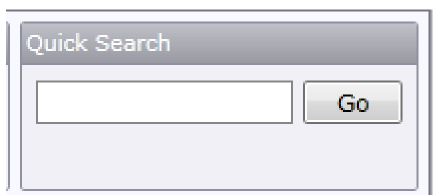
First, open the **Bulk Scan** screen by clicking on the 

icon.

Type the barcode into the box and press **Enter** on the keyboard. Click **Apply** and **Save** to check the resource.



Alternatively, type the barcode into the **Quick Search** field and click **Go**.

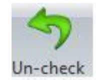


Once the resource has been found you may manually check the resource by highlighting the resource the list and then click on the 

icon.

The resource will be added to the list in the **Checked Items** screen.

How do I un-check a resource?

If you change your mind and wish to remove a resource from the list of **Checked Items**, simply highlight it from the list in the **Checked Items** screen and then click on the 

icon.

The resource will then be removed from the checked list and placed in the **Missing Items** list.

How do I remove a resource from the StockCheck?

You may wish to completely remove a resource from the StockCheck, perhaps because you do not want to include it at this time.

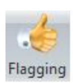
You can remove a resource whilst in any of the screens (Checked Items, Missing Items and All Items). Highlight the resource which you want to remove and then click on the 

icon.

Please Note: The resource will only be deleted from the StockCheck.

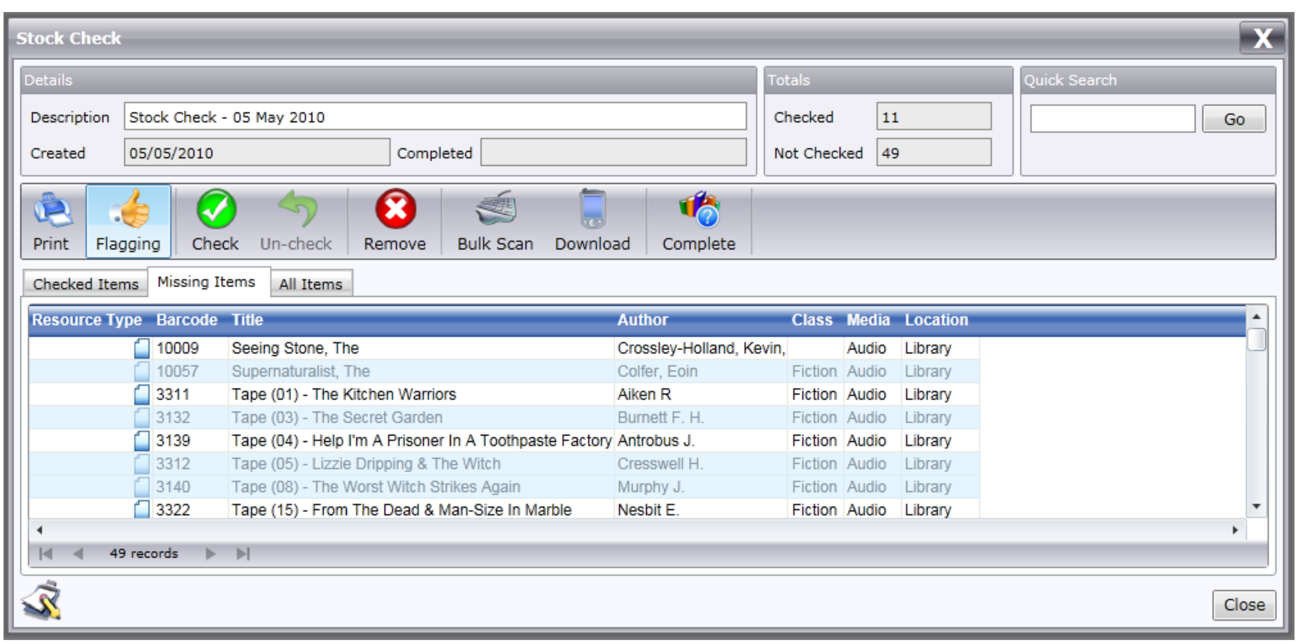
How does Flagging work?

It is possible to select more than one resource at a time in StockCheck by turning on the **Flagging** function. You can use Flagging in all three screens (Checked Items, Missing Items and All Items) and it enables you to either check, un-check or remove multiple resources from the StockCheck (depending on which screen you are in).

Click on the 

icon.

Then simply highlight each resource on which you would like to perform the action. Once all resources are highlighted, click the **Check**; **Un-check**; or **Remove** button, depending on the action you wish to take.

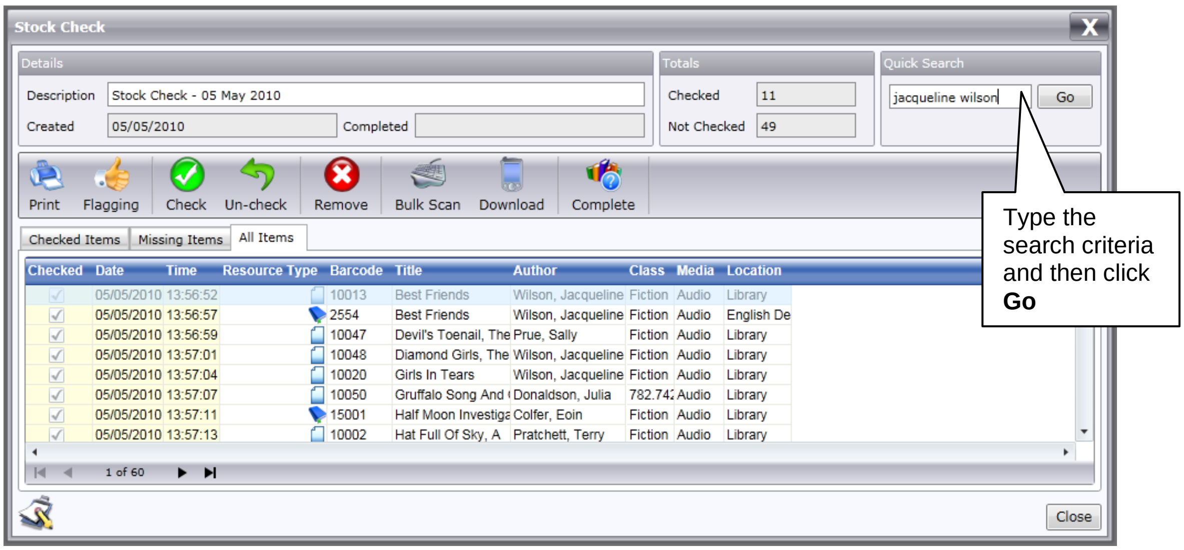


How can I search for resources in StockCheck?

It is possible to search for specific resources in StockCheck by using the **Quick Search** function.

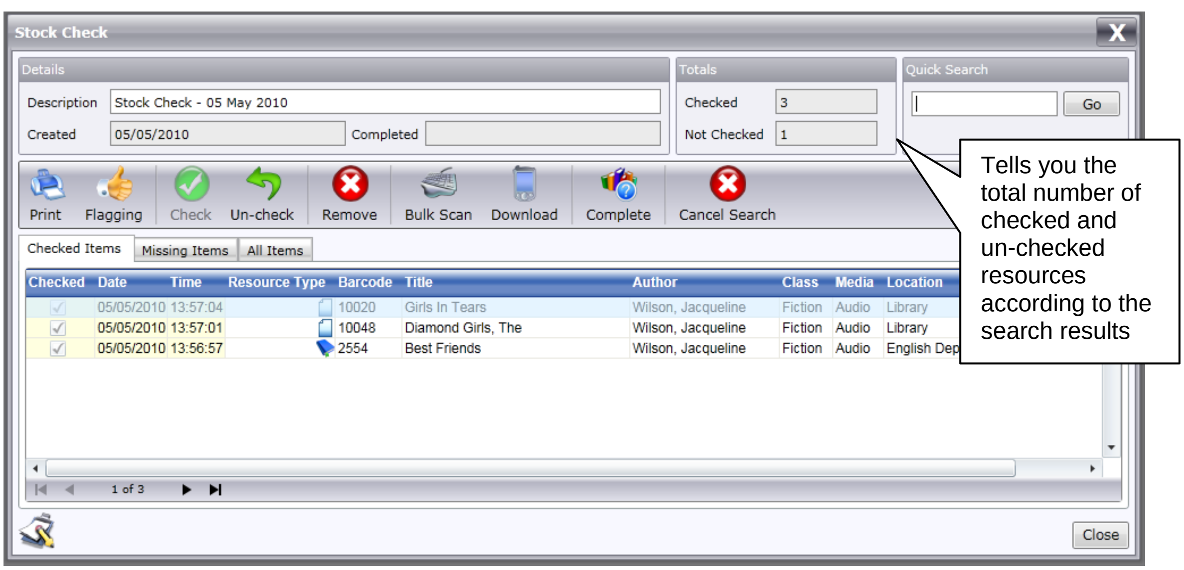
At the top right of the main StockCheck screen type the search criteria into the **Quick Search** box and then click **Go**.

For more information on Quick Search please see **Chapter 15: Viewing Library Data**.

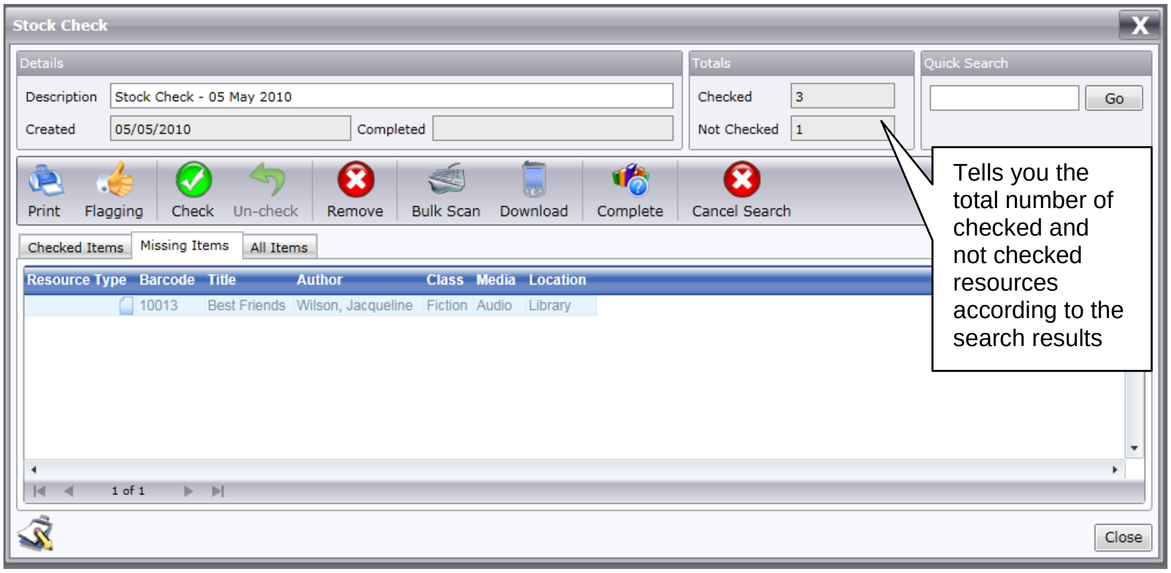


When a search is done, it is done in all three StockCheck screens (Checked Items, Missing Items and All Items) which means that the results shown will vary depending on which screen you are in.

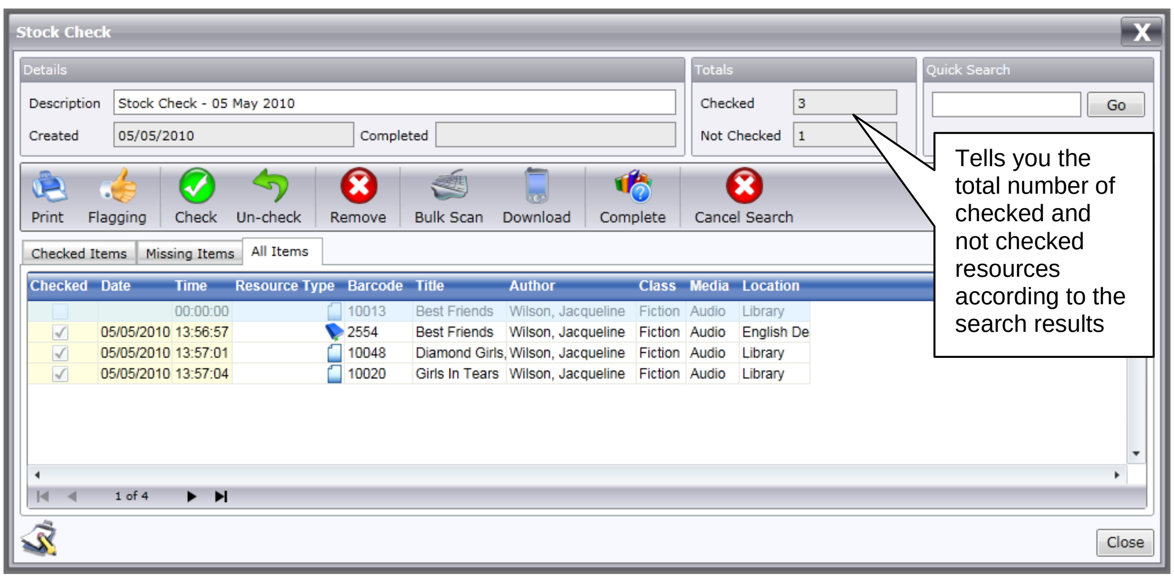
For example: If you are in the **Checked Items** screen and you do a search for ‘Jacqueline Wilson’, it will only bring up any Jacqueline Wilson resources <u>**if**</u> they have been checked in. See screenshot below:



If you then go into the **Missing Items** screen, the same search criteria has already been applied and will show you any Jacqueline Wilson resources which haven't yet been checked (scanned).



Going into the **All Items** screen will show you all Jacqueline Wilson resources, regardless of whether they have been checked (scanned) or not.



Please Note: Only resources which you have chosen to StockCheck will show in a search.

If you want to cancel the search, simply click on the 

icon.

How do I download data from a portable barcode reader?

The most efficient method of scanning your resources is by using a portable bar code reader. The main advantage of a portable bar code reader is that you scan the barcode label whilst the book is still on the shelf so you do not have to bring the book to the computer to be scanned. All the numbers stored in the portable barcode reader can then be ‘downloaded’ through a cable (included in the package).

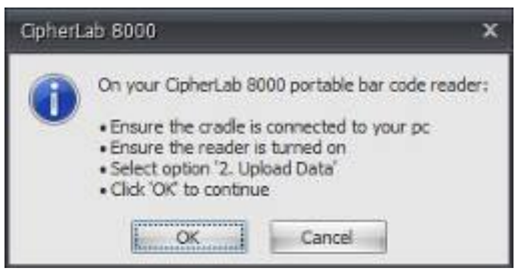
Portable bar code readers can be bought outright or hired for one week, which is usually enough for most libraries. Please contact MLS for the prices and availability of portable bar code readers for sale or hire.

Once you have finished scanning the barcodes with your portable barcode reader, you will need to download the information into StockCheck. You should download after each scanning session.

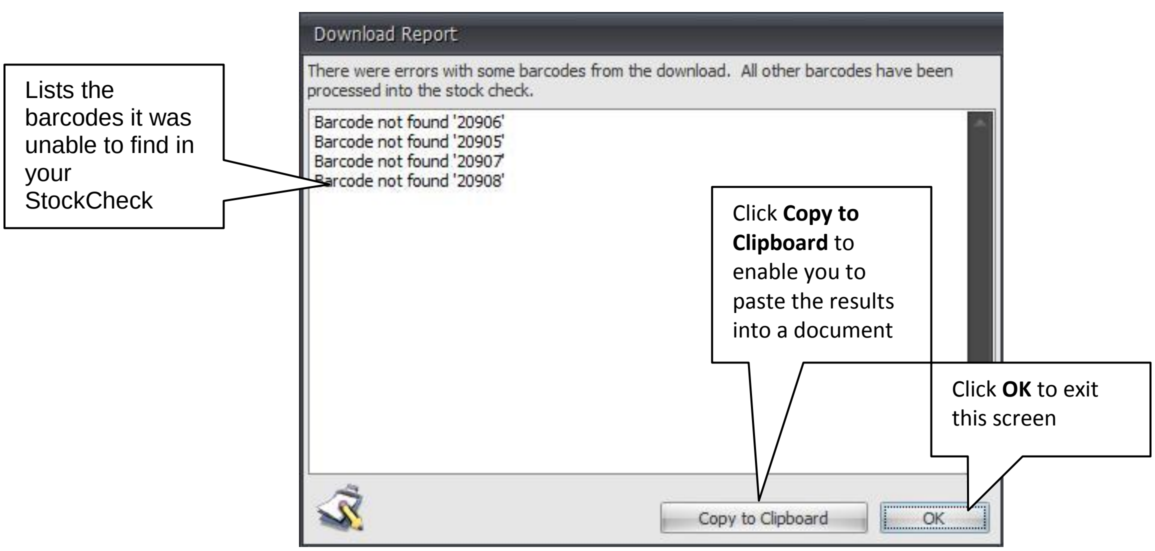
From the main StockCheck screen click on the 

icon.

Follow the instructions on screen and then click **OK**.

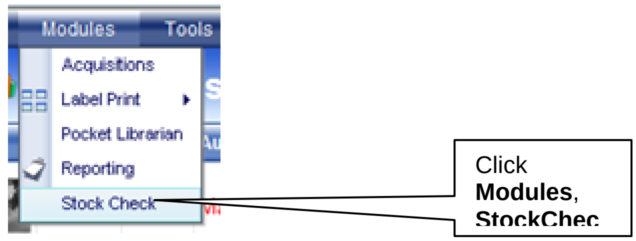


Your data will then be downloaded into StockCheck. Once the download is complete click **OK**.
If you have scanned any barcodes which haven’t been recognised in your StockCheck, you will be presented with a list. Click **Copy to Clipboard** to enable you to ‘paste’ the list into a document i.e. word. Click **OK** to exit this screen.

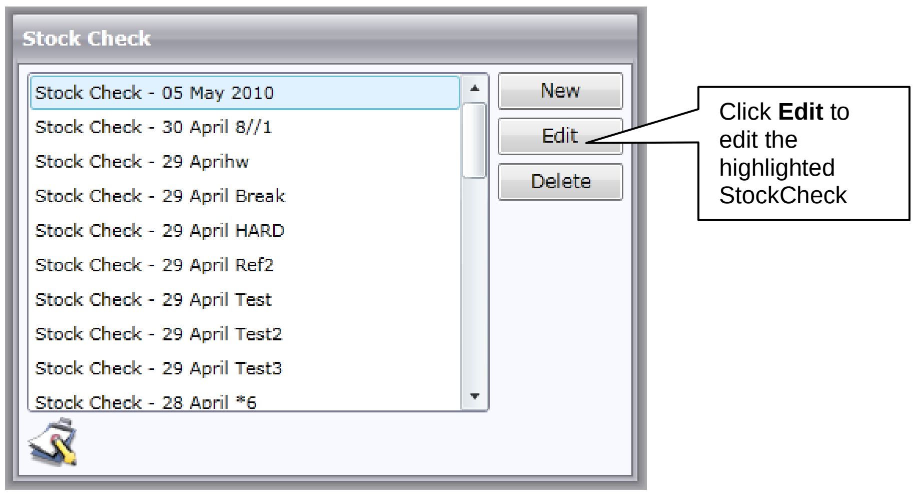


How do I edit a previously started StockCheck?

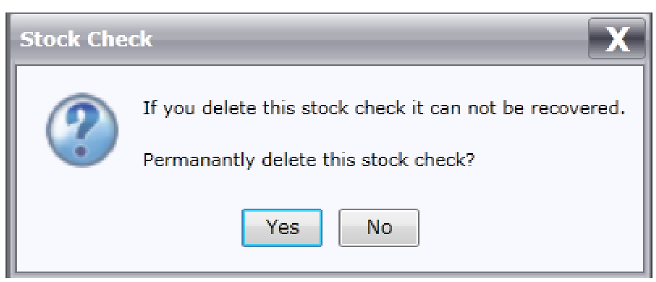
From the menu bar at the top of the screen in **Management** click on **Modules** and then **StockCheck**.



Highlight the StockCheck that you would like to edit and then click **Edit** on the right of the screen. This will then take you into the main StockCheck screen.



Note: You can also delete an **uncompleted** StockCheck from this screen if it is no longer needed. Highlight the StockCheck to be deleted and then click on **Delete** and then **Yes**.



How do I complete a StockCheck?

Please Note: Once you have completed a StockCheck, it is not possible to make any further changes; so be absolutely sure you have nothing further to do on the StockCheck before you **Complete**.

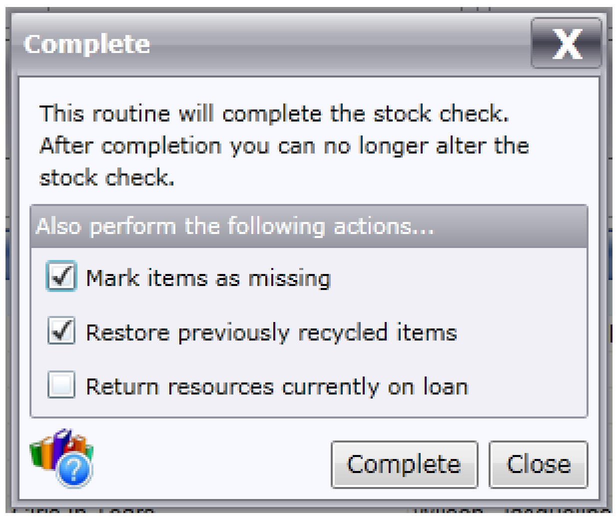
Once you have finished entering the barcodes, you are ready to complete the StockCheck.

From the main StockCheck screen click on the 

icon.

By default any resources which you haven't checked in will be marked as 'Missing' and placed in the resource **Recycle Bin**. If you have checked or scanned any resources which were previously placed in the resource recycle bin, these will be restored into the main **Resource** table.

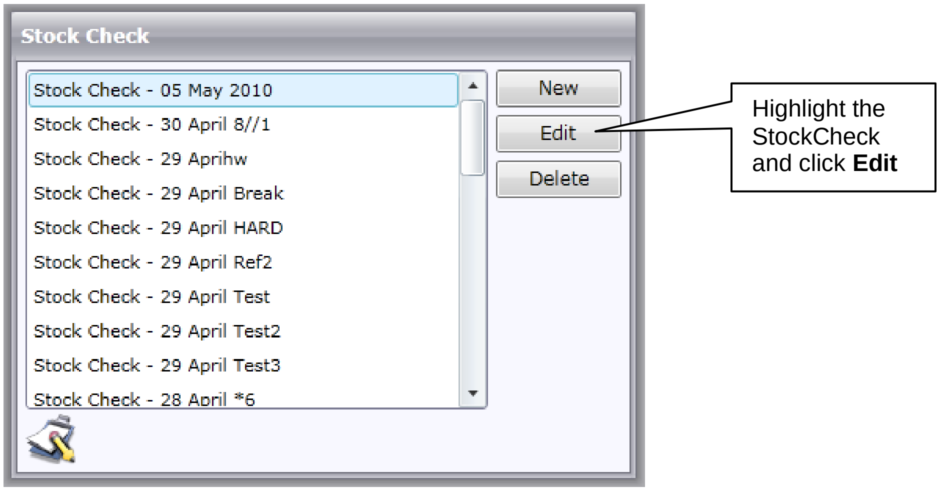
If you wish to deselect any of these options, un tick the relevant option(s). When you are happy to proceed click **Complete**.



Your StockCheck is then finished.

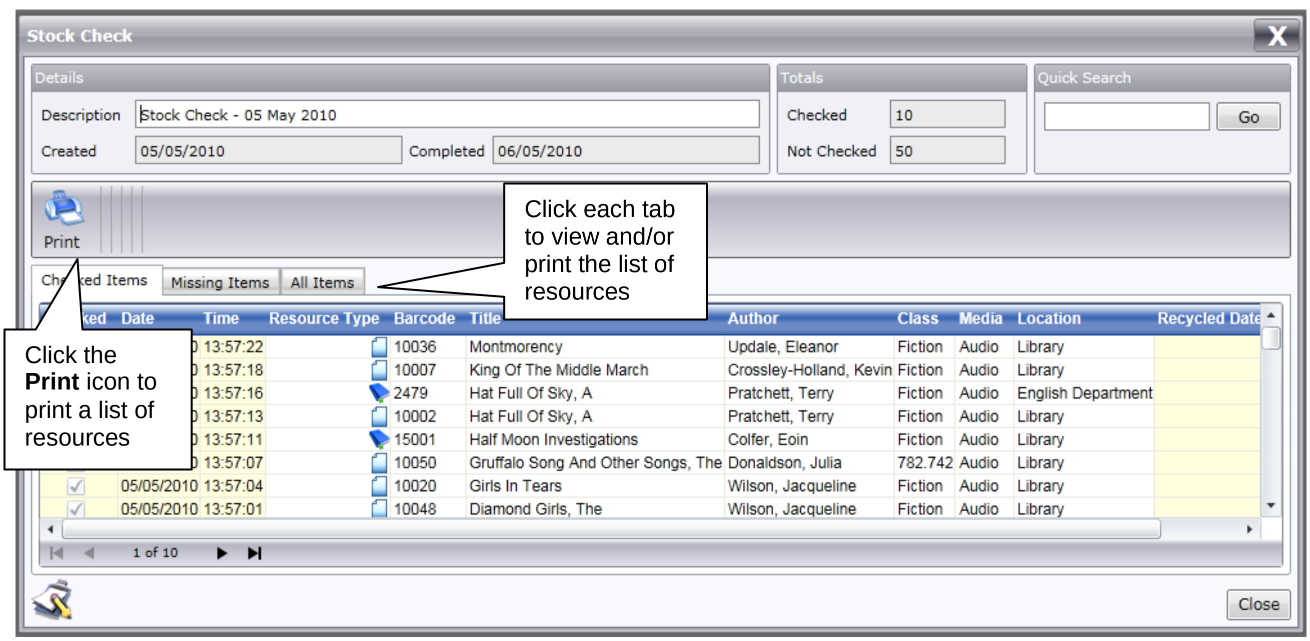
What happens to completed StockChecks?

Once a StockCheck has been completed, it stays listed in the **Tools**, StockCheck screen for you to view when you wish. Highlight the StockCheck and click **Edit** on the right of the screen.



You can view the list of checked, missing and all items in the StockCheck.

If you want to have a paper copy of each list, click the  icon.



Chapter 19: Third Party Products

This chapter explains how third party products can be used in conjunction with **Junior Librarian.net**.

The **Accelerated Reader Quizzes** section tells you how to import the quizzes you've purchased from Renaissance Learning into **Junior Librarian.net**, and how to view the quiz list information.

Accelerated Reader Quizzes

What are Accelerated Reader Quizzes?

Accelerated Reader (AR) is a daily progress monitoring software assessment in wide use by primary and secondary schools for monitoring the practice of reading, and it is created by Renaissance Learning. Currently there are two versions: a desktop version and a web-based version (Renaissance Place).

Please Note: Renaissance Learning no longer support the desktop version of Accelerated Reader. Because of this, **Junior Librarian.net** is only compatible with Renaissance Place.

Once a book has been read, the borrower has the option of taking a quiz. **Junior Librarian.net** doesn't store the Accelerated Reader quizzes; however it does give you a list of the books in your library which do have quizzes available.

Please Note: in order to use quizzes from Accelerated Reader, it is imperative that you have purchased these quizzes; they do not come as part of the package when purchased with Junior Librarian.net, only the list of the books which have quizzes available are free. If there have been no quizzes purchased, no quizzes will be available.

How do I find out which of my resources have quizzes?

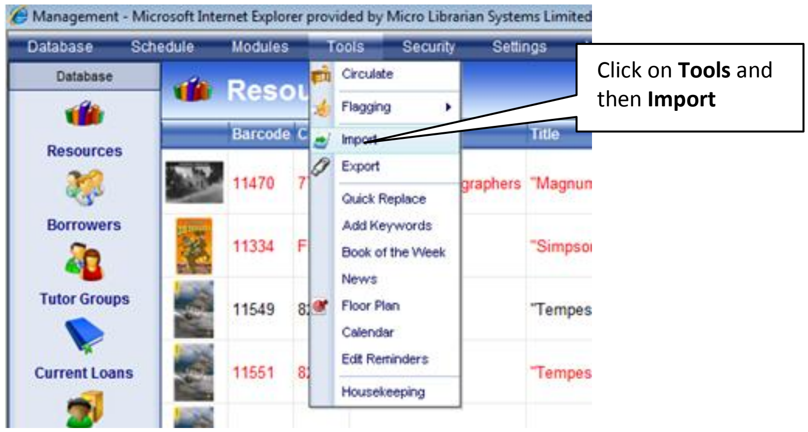
To find out which of your books have quizzes, all you need to do is import the Accelerated Reader master quiz list into **Junior Librarian.net**.

The master quiz list is a list of **all** Accelerated Reader Quizzes provided by Renaissance Learning. By importing this list into **Junior Librarian.net**, it adds the Accelerated Reader information to all of the books in your catalogue which have quizzes. You are then able to view a list of your books which have quizzes, and also search for books which have, for example, specific book levels.

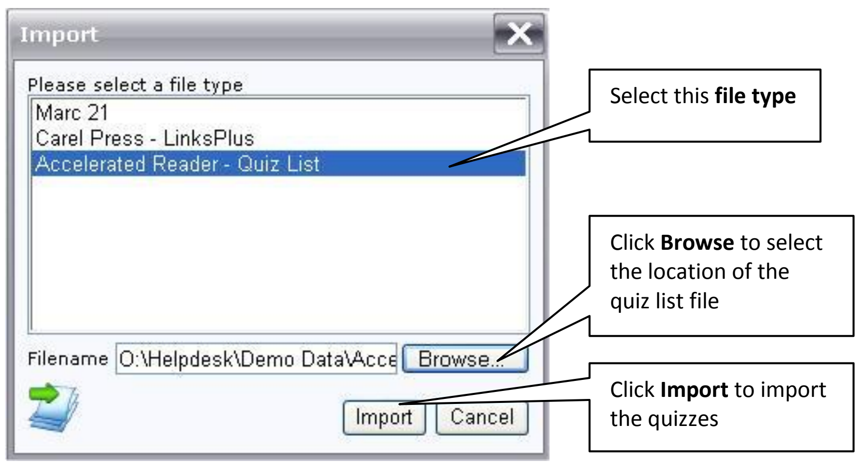
Please contact MLS on 0161 449 9357 to obtain the latest master quiz list. Once you have the master quiz list, follow the instructions below.

Make sure you are in the **Resources** screen.

Click on **Tools** and then **Import** from the menu bar at the top of the screen.

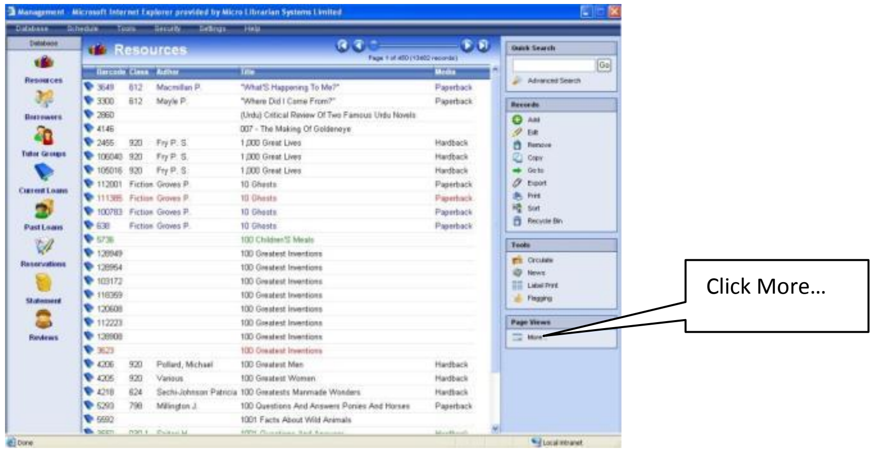


Select **Accelerated Reader – Quiz List** from the list of file types and then click **Browse** to browse to where your quiz list file is stored. Click **Import**.



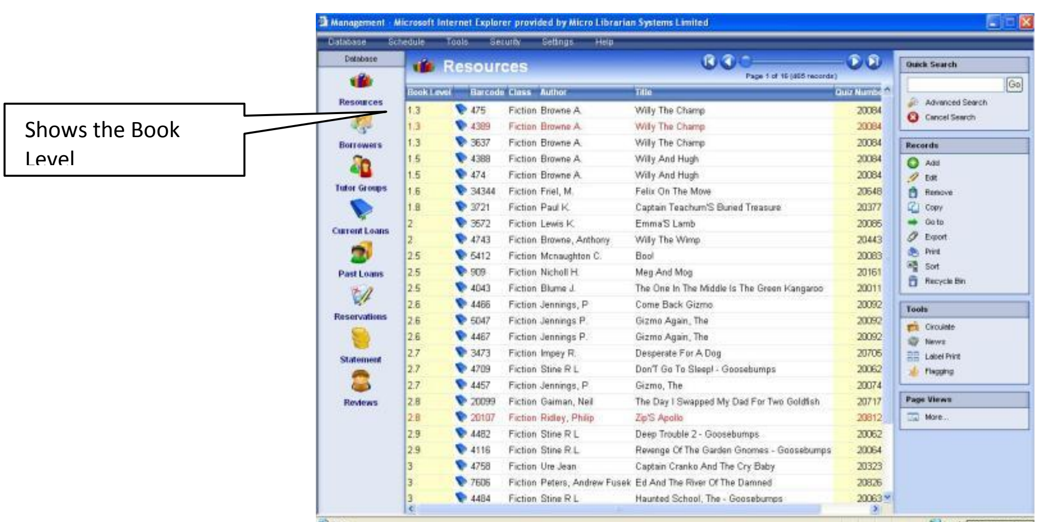
Once you've clicked on Import, it will be added to the Schedule as a task.

For more information on the Schedule, please see **Chapter 11: Customising Junior Librarian.net**, section on **Schedule**.
Once the task has run click on **More…** under the **Page Views** tab in the **Resources** screen.



Under the **System Page Views**, highlight the **Books with Quizzes** view and then click on **Select**.

The list of books which have quizzes is then shown along with the Book Level.



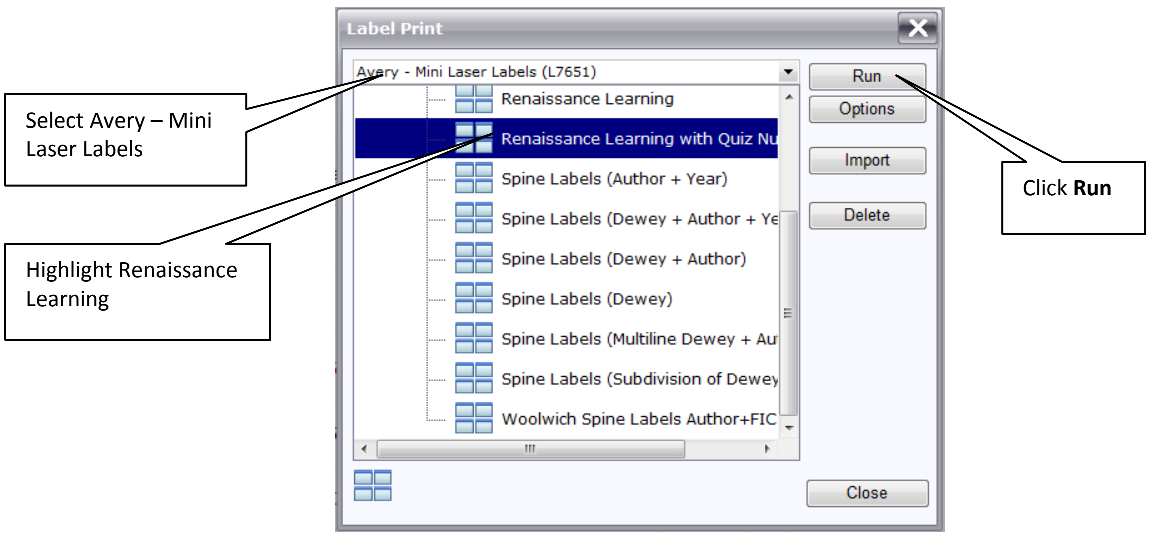
How do I print out Accelerated Reader labels?

From the **Resources** screen, click on **More…** under the Page Views tab on the right of the screen. Highlight and select the Books with Quizzes view from the list of page views. This will bring up all of the books in your catalogue which have Accelerated Reader quizzes.

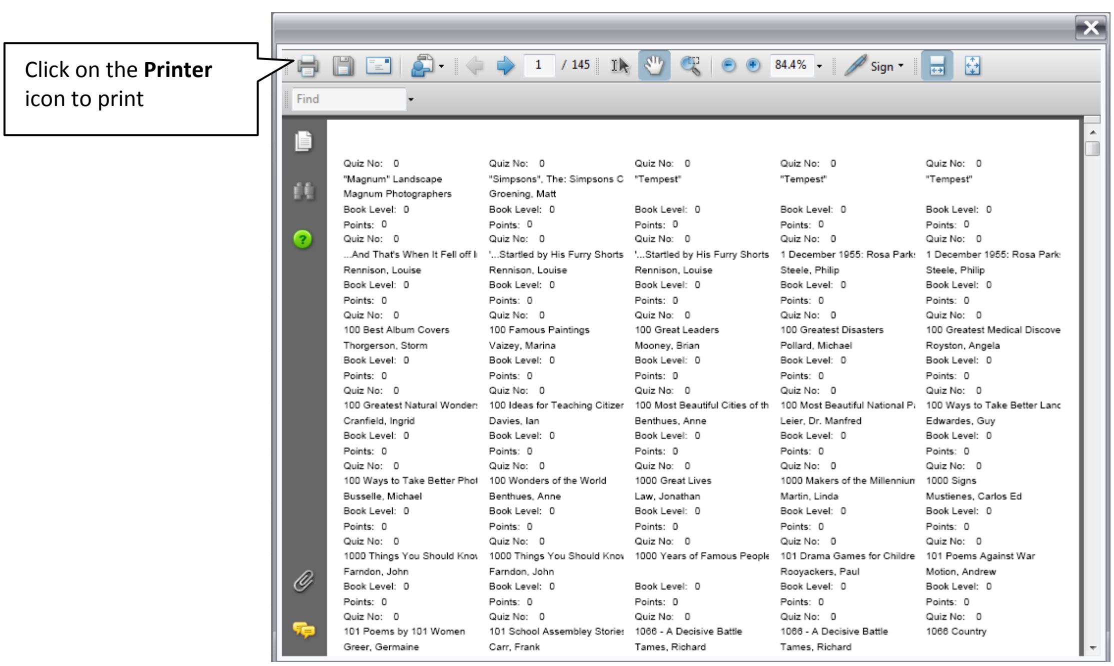
Click on the **Modules** menu along the top of the **Resources** screen. Then **Label Print / Labels**.

In the **Label Style box**, make sure that – **Avery Mini Labels (L7651)** is selected.

From the list of label types, highlight **Renaissance Learning** and then click on **Run**.

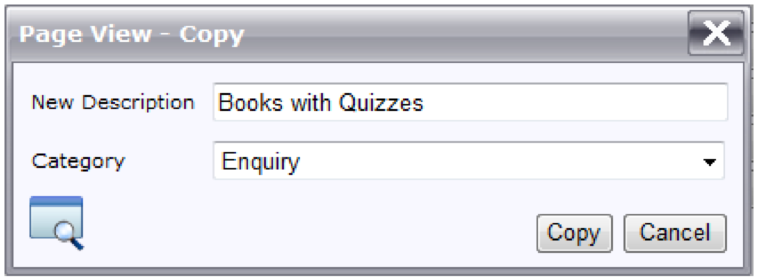


A **Preview** of the labels will then be shown. Click on the **Printer** icon to print the labels.

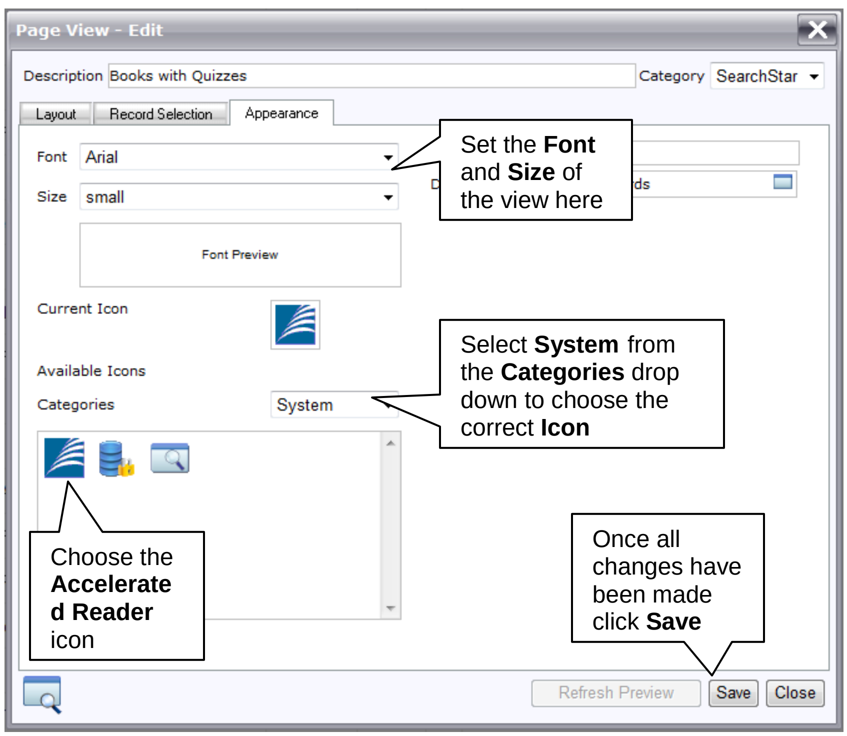


How do I find Resources with AR Quizzes in the Home Page?

Highlight the **Books with Quizzes** Page View, and click **Copy.** Enter the description and category as shown below. Please note, selecting the **Enquiry** category makes the view available to students on the **Home Page**; selecting the **General** category only makes the view available within **Management**.



To modify the appearance of this view, select the newly created **Books with Quizzes** view beneath the **Enquiry** heading in the **Page Views** list. Once selected, click on **Edit** and navigate to the **Appearance** tab.



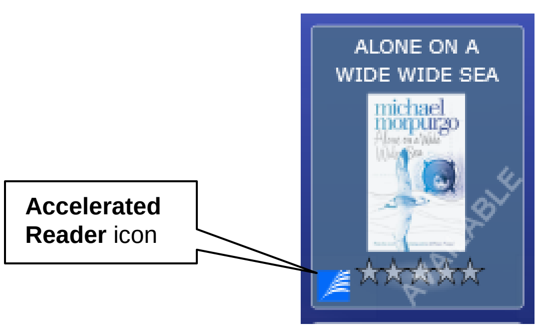
Once you are happy with the appearance of the page view, navigate to the **Home Page** and click on **Search** on the signpost.

Click on 

to bring up the **Books with Quizzes** view you have just created.

Click on the **Books with Quizzes** view.

All the resources with corresponding quizzes will be displayed. These resources are easily distinguishable by the **Accelerated Reader** icon, which is displayed in the bottom left hand corner.



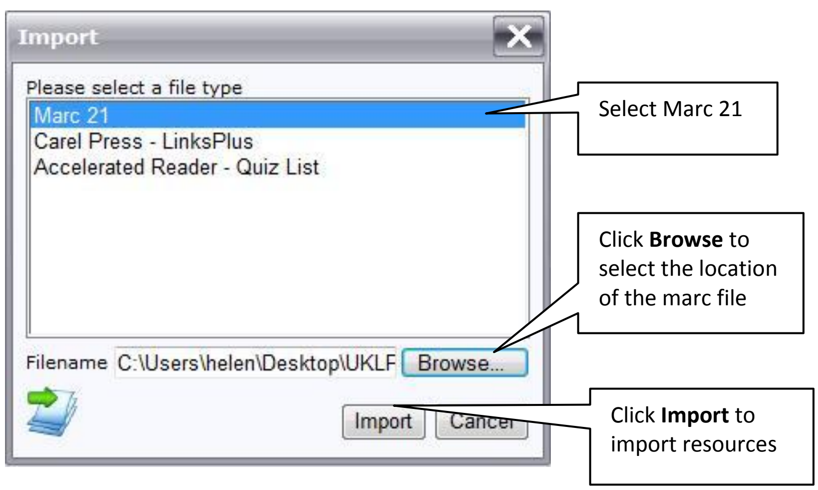
Importing Book Data

How do I import resource records into my catalogue?

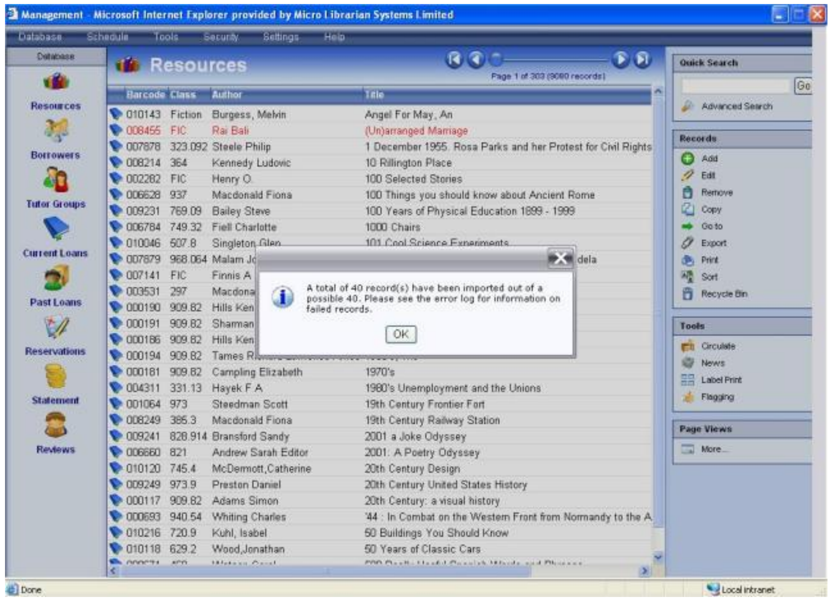
You can import resource records in MARC21 or UK MARC format.

Make sure you are in the **Resources** screen. From the menu bar at the top of the screen, click on **Tools** and then **Import**.

Select **Marc 21** from the list of file types and then click **Browse** to browse to where your quiz list file is stored. Click **Import**.



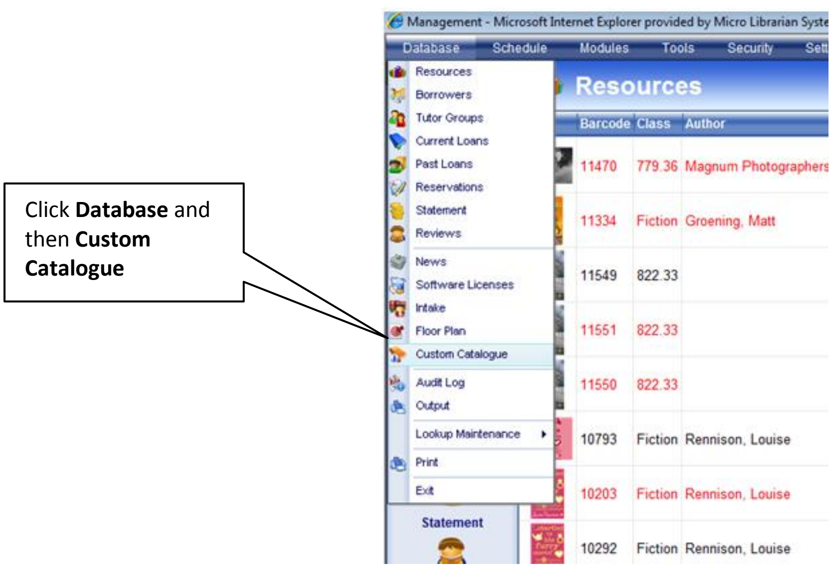
The records will then be imported.



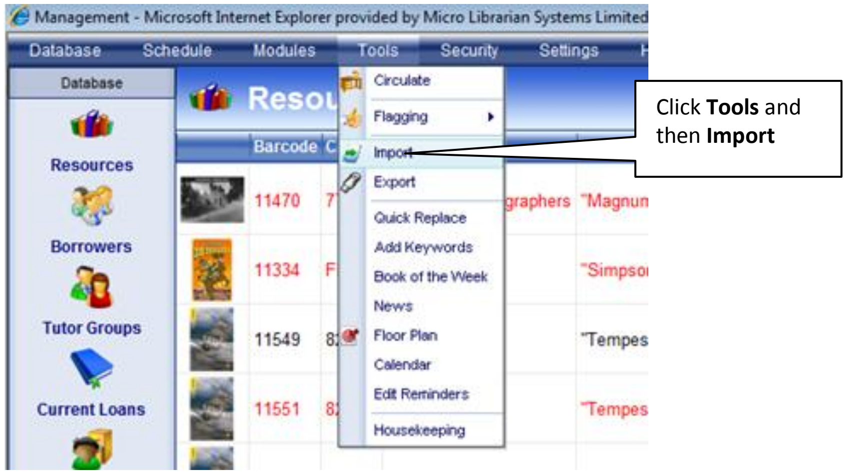
How do I import resource records into my custom catalogue?

You can import resource records in MARC21 or UK MARC format.

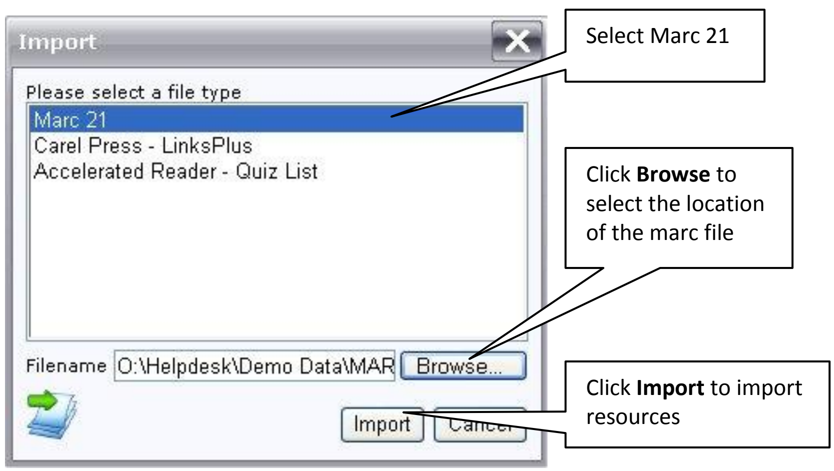
Make sure you are in the **Custom Catalogue** screen by clicking on **Database** and then **Custom Catalogue**.



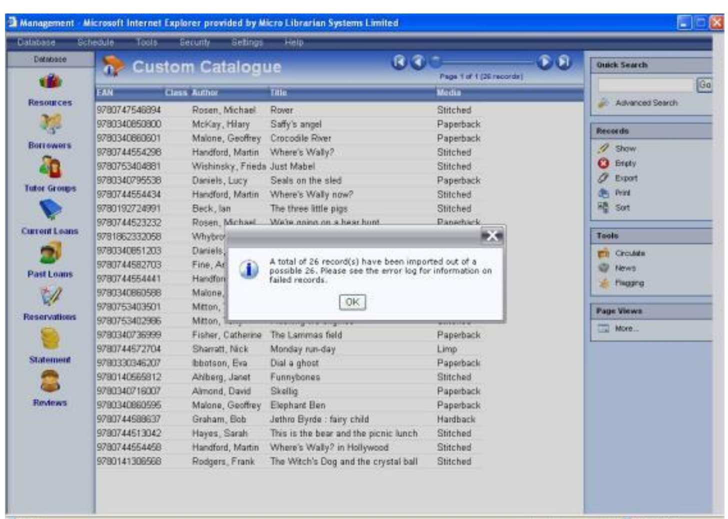
From the menu bar at the top of the screen click on **Tools** and then **Import**.



Select **Marc 21** from the list of file types and then click **Browse** to browse to where your quiz list file is stored. Click **Import**.



The records will then be imported.



LinksPlus

What is LinksPlus?

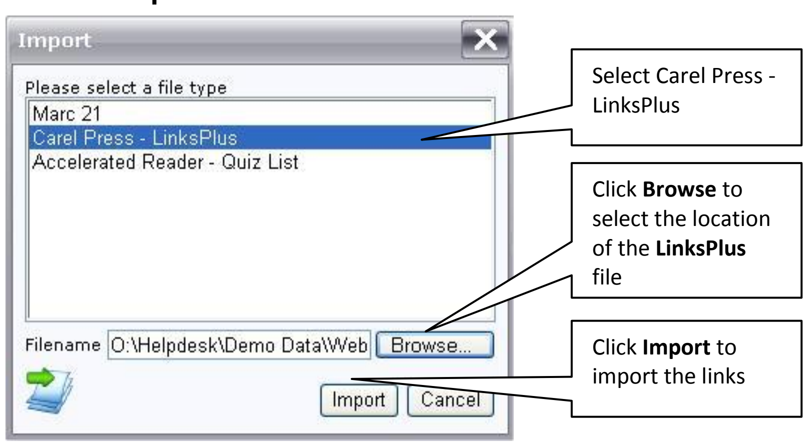
LinksPlus is a comprehensive directory of the websites most frequently requested by learners when researching in the library.

To purchase LinksPlus you'll need to contact Carel Press either by email to info@carelpress.com or telephone 01228 538928.

How do I import a LinksPlus (WebLinks) file?

Make sure you are in the **Resources** screen. From the menu bar at the top of the screen, click on **Tools** and then **Import**.

Select **Carel Press Links - Plus** from the list of file types and then click **Browse** to browse to where your quiz list file is stored. Click **Import**.



A message will then show, telling you how many records were imported.

ITV Signed Stories

What are ITV Signed Stories?

ITV Signed Stories have made hundreds of children's stories available in British Sign Language, and in text, pictures and sound. They believe that the reading of books with a child is one of the most important and enjoyable ways of spending time together

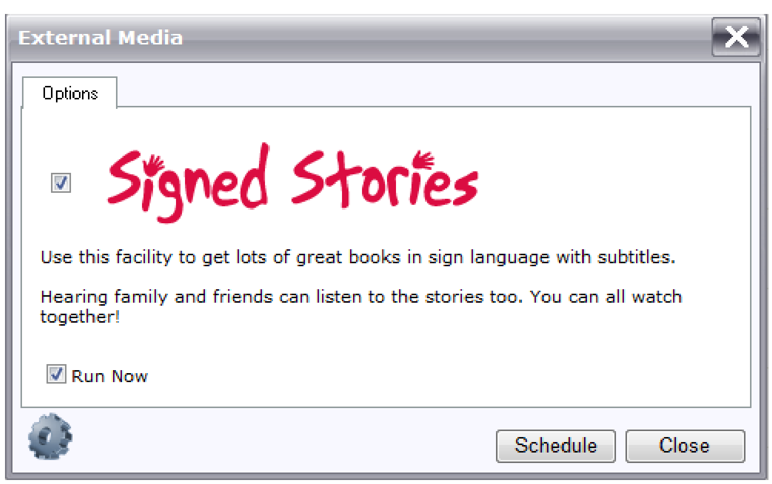
With Signed Stories deaf children can watch and listen to wonderful books with their family, friends, or teachers; allowing them to share all the joy of stories together.

How do I get ITV Signed Stories?

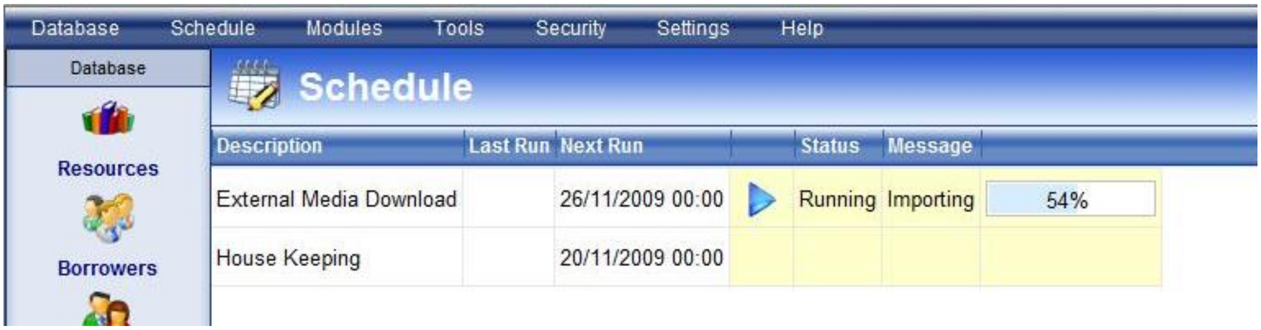
ITV Signed Stories are freely available to everyone on the internet, however **Micro Librarian Systems** have integrated **ITV Signed Stories** with your **Junior Librarian.net** library system for easily accessible use in and around your school via **SearchStar**.

To import **ITV Signed Stories** simply go to **Schedule / External Media**.

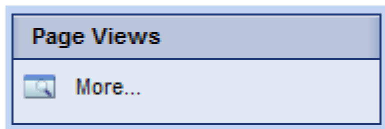
Tick both options displayed in the screen below, and click **Schedule** to begin the **Signed Stories** import now.



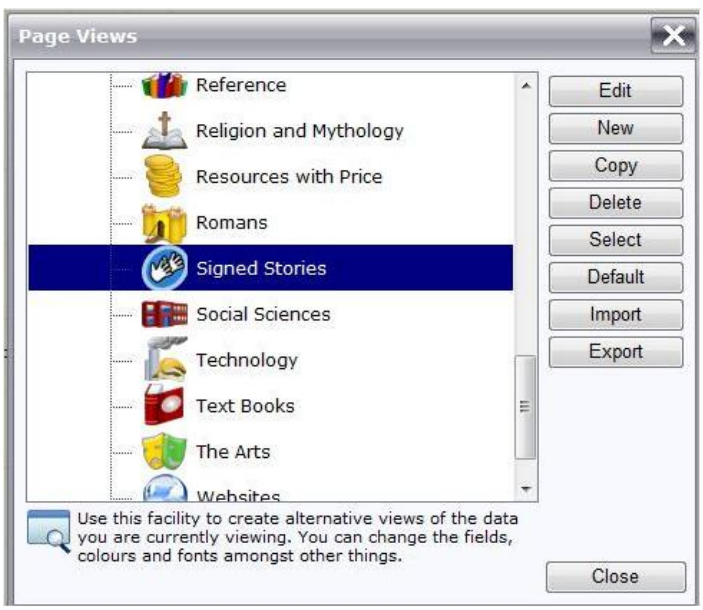
To check the status of this task, click on **Schedule** and **View Tasks**



Once the download has completed successfully, navigate back to the **Resources** screen and click on **More....** beneath the **Page Views** heading on the right hand toolbar.



Scroll through the available list of page views to find the newly created **Signed Stories** view beneath the **SearchStar** sub-heading.



How Can the Children View Signed Stories in the Silverlight Home Page?

Simply by clicking on the **Signed Stories** icon wherever available 

If the icon is greyed out, it means that that particular resource does not have a signed story linked to it.

To search specifically for **Signed Stories** click on **Search** and **Views** to locate the view containing all resources with **Signed Stories**

Please note; this page view is created as described through **Grown Ups**

By clicking on the pair of sign hands, the story will launch onto the computer screen, as shown below.

Text Message Alerts

What are Text Message Alerts?

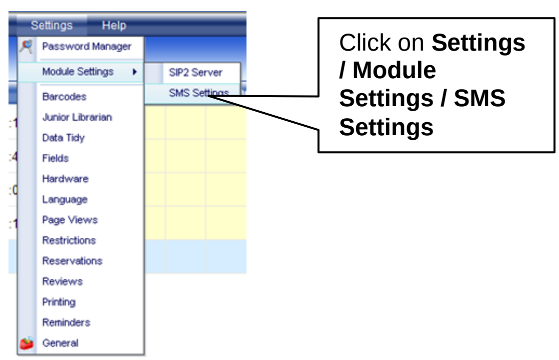
Junior Librarian.net is now compatible with Text Message alerts. This allows the sending of **Text Messages** to borrowers regarding their loans. **Text Message Alerts** will then send reminders to your Borrowers via text messages, reminding them of **over-dues**; **outstanding balances** and **reservations**. **Text Message Alerts** work through third party companies. MLS are currently partners with **Truancy Call**.

How do I Setup Text Message Alerts?

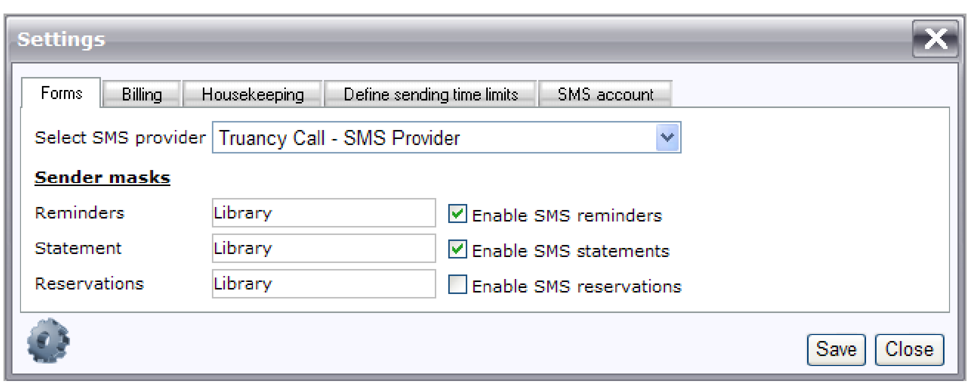
In order to use this service, please go to the following website to set up a free account. (**Please note:** Although the account is free, you will be charged a fee per text message sent. Please discuss this fee with **Truancy Call**.)

http://www.truancycall.com/messagegateway

Once you have set up an account with **Truancy Call**, you will be sent an email containing your username and password for the truancy call service. Once you receive this email, log into **Junior Librarian.net** and access the **Grown Ups** area. Navigate to **Settings / Module Settings / SMS Settings.**

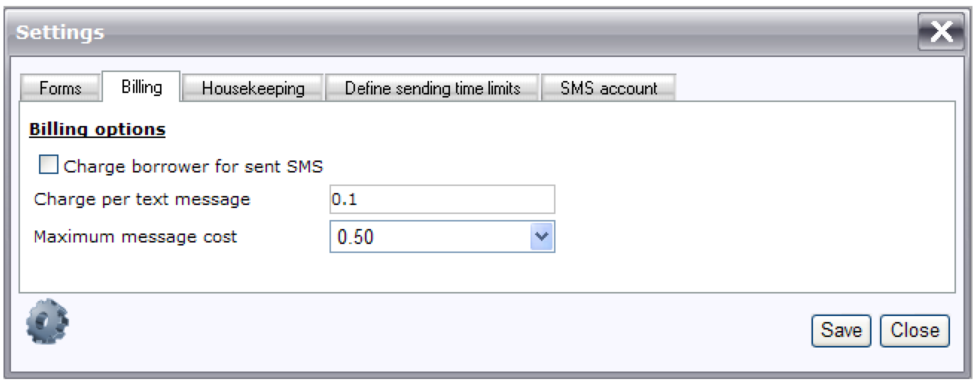


Use the **Forms** tab to choose **Truancy Call – SMS Provider** from the **Select SMS Provider** drop down list. Tick the boxes to enable the relevant SMS options; e.g. **SMS Reminders** and **SMS statements**. And choose a display name that the messages should appear to be from; in this example the default value **Library** has been chosen.

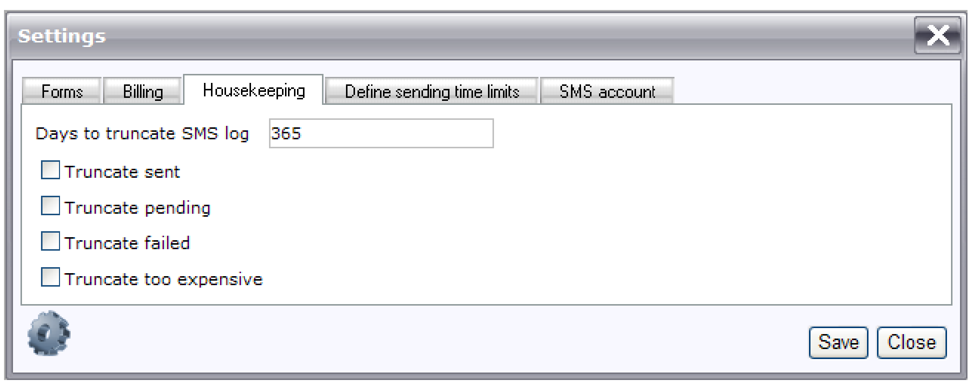


The billing tab allows the choice of whether the Borrowers should be billed for receiving SMS Messages. Simply place a tick in the **Charge borrower for sent SMS** if Borrowers should be charged; or leave blank if this is not required.

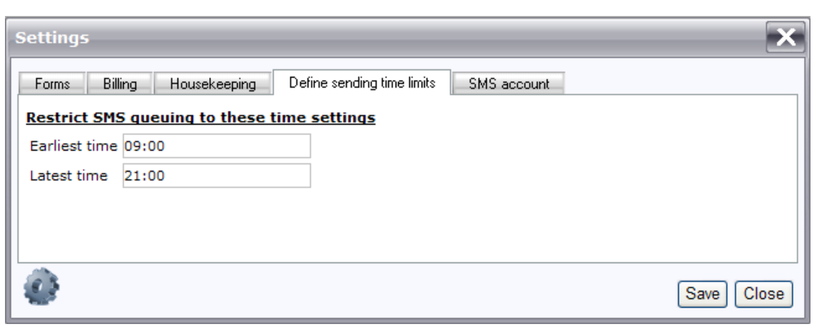
If Borrowers are to be charged, then the charges and maximum cost need to be set in the **Charge per text message** and **Maximum message cost** boxes.



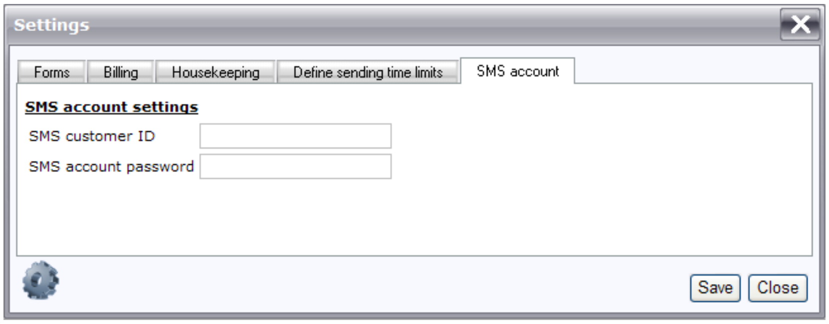
The **Housekeeping** tab is used to set preferences for **truncating the SMS log**. This means deleting entries in the log which are older than a certain amount of days. The default is set to **365**.



The **Define sending limits** tab is used to define between which hours **SMS Messages** will be sent to Borrowers. This is in place so that Borrowers don't receive text messages from the library in the middle of the night. When setting these times, remember to give the server enough time to go through all the SMS messages that need to be sent.

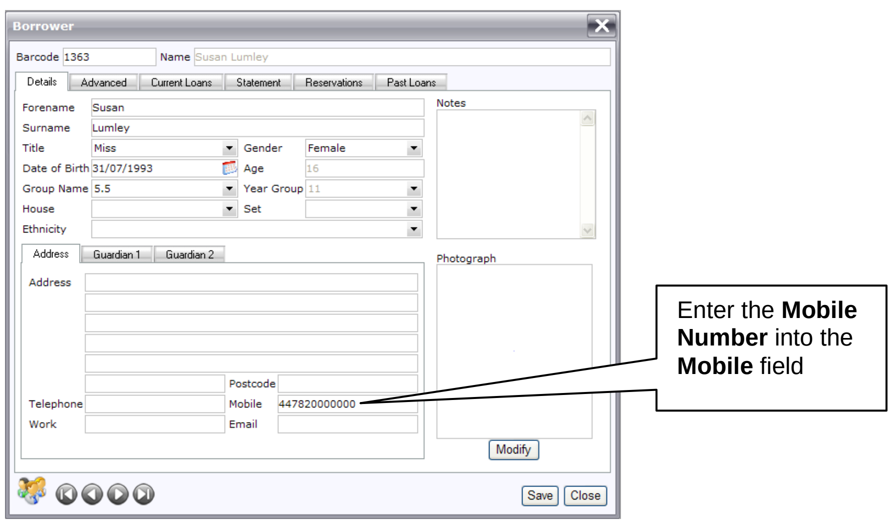


Lastly, enter the **SMS account settings** which were provided from Truancy Call when the account was setup. Without these settings **SMS Messages** will not work in the **Junior Librarian.net** software.



Once all these settings have been entered correctly, click **Save**.

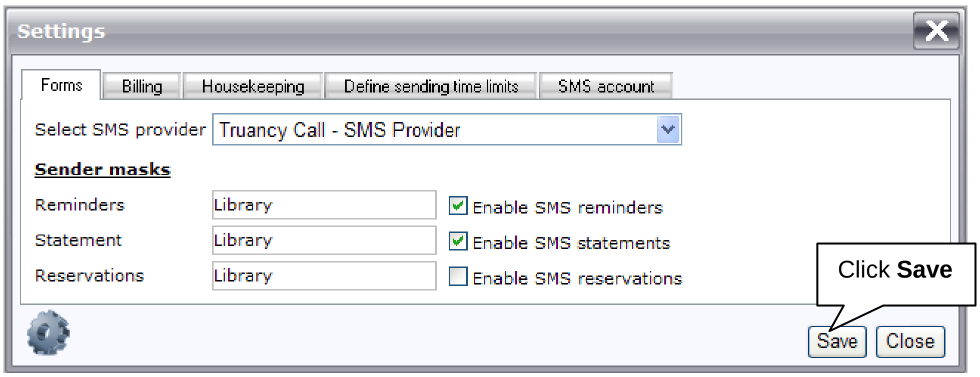
In order for **SMS messages** to be sent to borrowers, they need to have their **Mobile Numbers** entered into the **borrower record**. These numbers have to be entered in a specific format, with the leading **'0'** replaced with a **'44'.** E.g. 07123456789 would become 447123456789, they must also contain **only numeric characters** with **no spaces**.



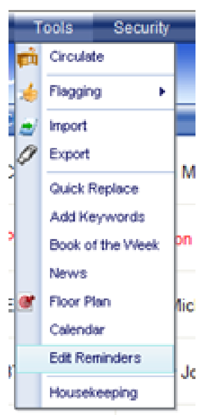
If assistance is required in changing the format of mobile numbers in Junior Librarian.net please contact the **MLS Help Desk** .

How do I Schedule Text Message Alerts?

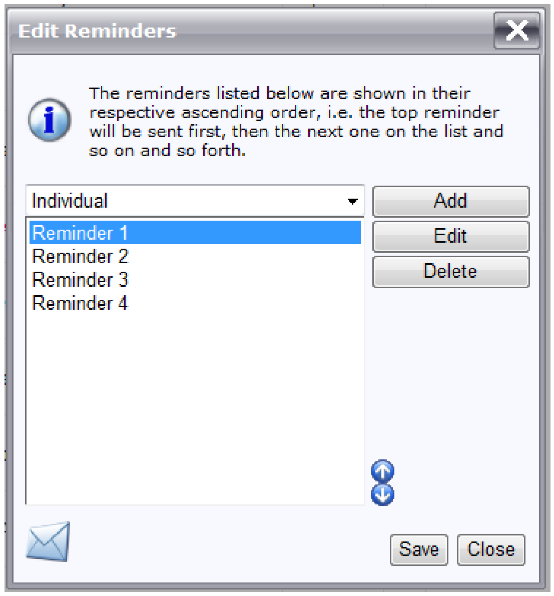
Go to **Settings / Module Settings / SMS Settings**. On the **Forms** tab, select the options for which you would like **Text Message Alerts** to be sent. In the example below, **Enable SMS Reminders** and **Enable SMS Statements** have been chosen.



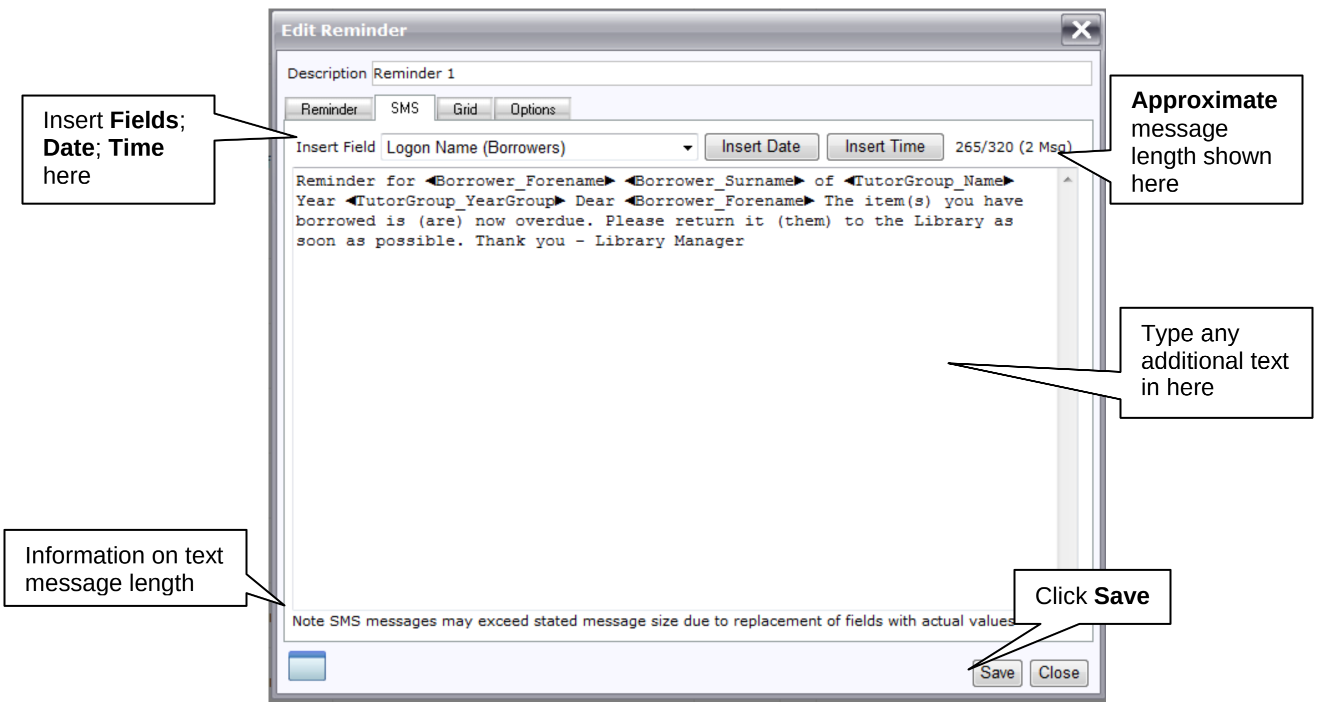
Next you need to ensure that the layout for **SMS Reminders** is set out as you require it to be. Navigate to **Tools / Edit Reminders**.



Select **Reminder 1** and click **Edit**.



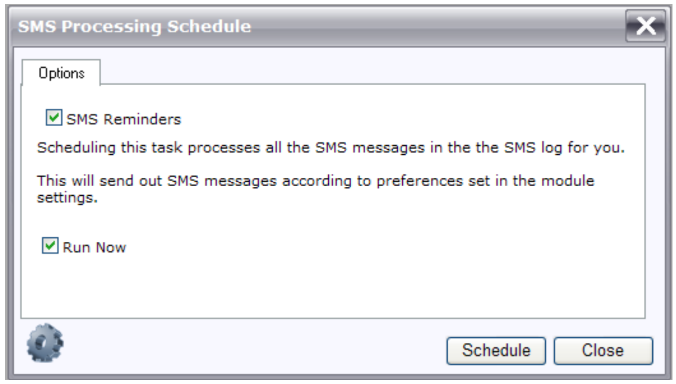
Click on the **SMS** tab; shown below is the default format for a **Text Message Reminder**. Please modify as you see fit. Note the **approximate** length of the message is detailed on the top right hand corner; this length is only approximate because the actual data replacing the values (i.e. resource title) may be longer than the value itself, thus resulting in additional text messages being sent.



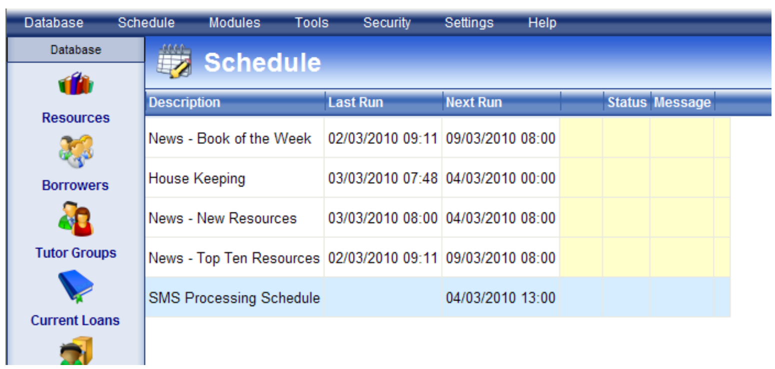
Do the same for all other **Reminders** (**Reminder2**; **Reminder3**; **Reminder4**).

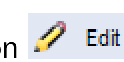
Before setting up the **SMS Scheduled Task**, ensure that your **Reminders Scheduled Task** and **Statements Scheduled Task** are set up correctly. For further information see the **Schedule** section in **Chapter 11: Customizing Junior Librarian.net**.

To set up the **SMS Scheduled Task** go to **Schedule / SMS**; tick the **SMS Reminders** box and the **Run Now** box if required. Click **Schedule**.

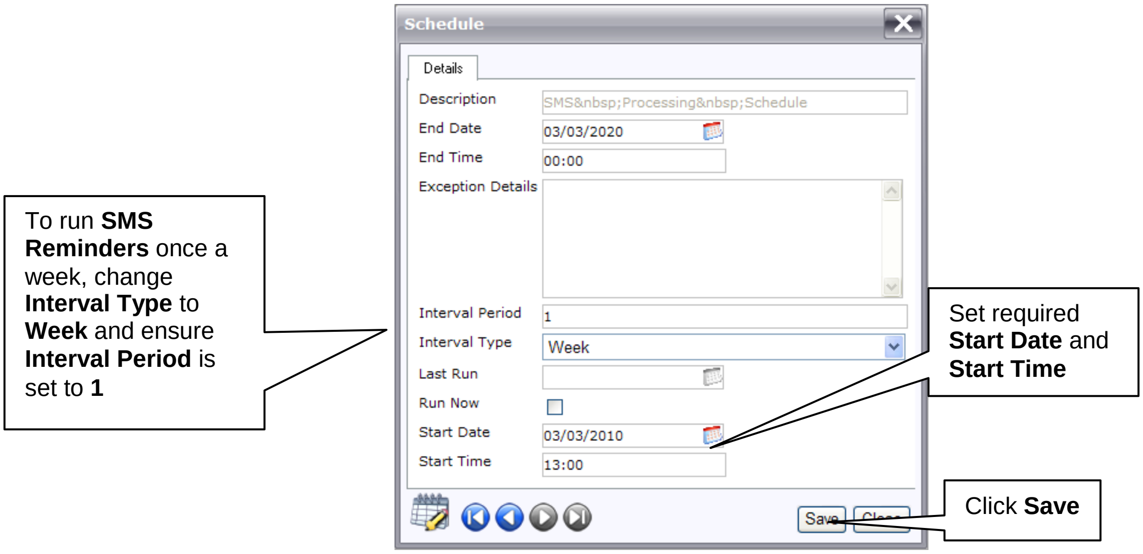


Once scheduled, **SMS Reminders** will show as a scheduled task within the **Schedule / View Tasks** page.



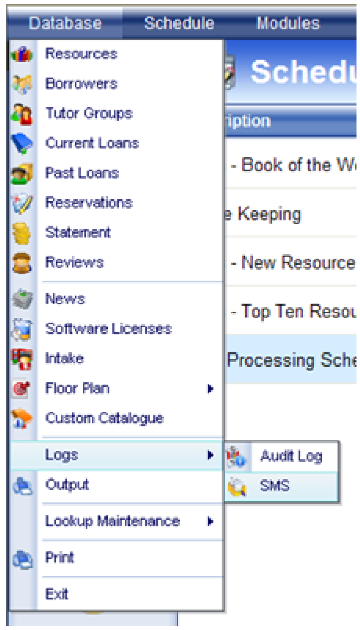
To schedule this task to run on a regular basis, highlight the task and click on 

Modify settings as required, and click **Save** when complete.



How do I check if the messages have been sent successfully?

View the **SMS Log** by navigating to **Database / Logs / SMS**, as shown below



This will display a list of SMS messages with the status of each along side.
Status:
Pending – Junior Librarian.net is waiting to send message
Sent – Junior Librarian.net has sent the message to Truancy Call
Delivered – Truancy Call have marked the message as sent
Failed – Message failed to Send / Deliver

ClickView

What is ClickView?

ClickView is a 3rd party software solution designed to assist learning in the classroom by providing a simple and complete solution for watching digital video and other digital media within a school. ClickView allows teachers and Borrowers free access to all of the digital video resources in the ClickView library from any computer in the school removing the possibility of restrictions due to the availability of AV equipment.

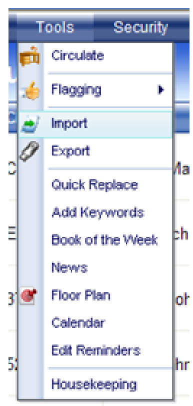
Junior Librarian.net software can now provide links to the videos from the **Home Page** simply by importing the **ClickView** data into **Junior Librarian.net**.

For more information on **ClickView** please visit the following link**:**

http://www.ClickView.co.uk/

How do I Import ClickView into Junior Librarian.net?

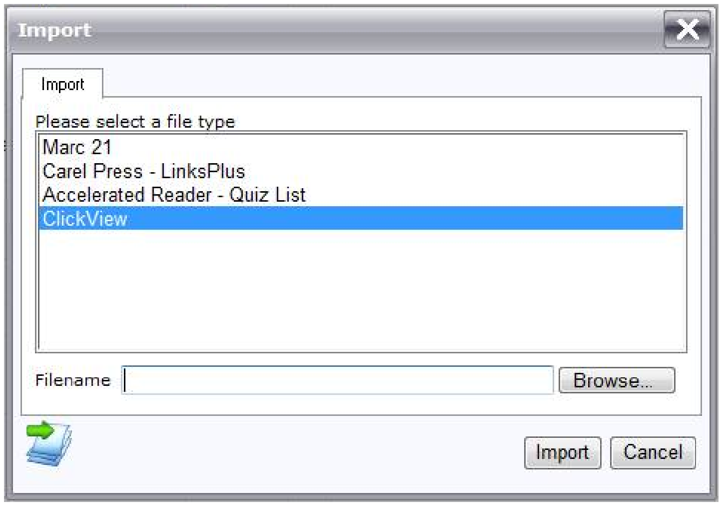
Log into **Junior Librarian.net** and enter the **Grown Ups** area. Go to **Tools / Import**, as shown below



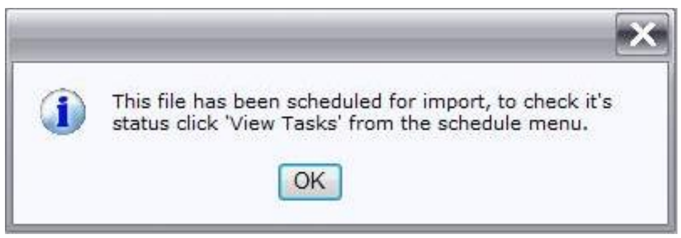
Select **ClickView** from the **File Type** list, and click on **Browse** to browse to the location of the ClickView file you need to import. This file is usually available from the following location:

[ClickView Server] c:\Program Files\ClickView\ClickView Library\ClickViewDataFeed.xml

Once this file has successfully been located, click on **Import** to begin the import.



The below notification box will then display, informing that the import has been scheduled to run.



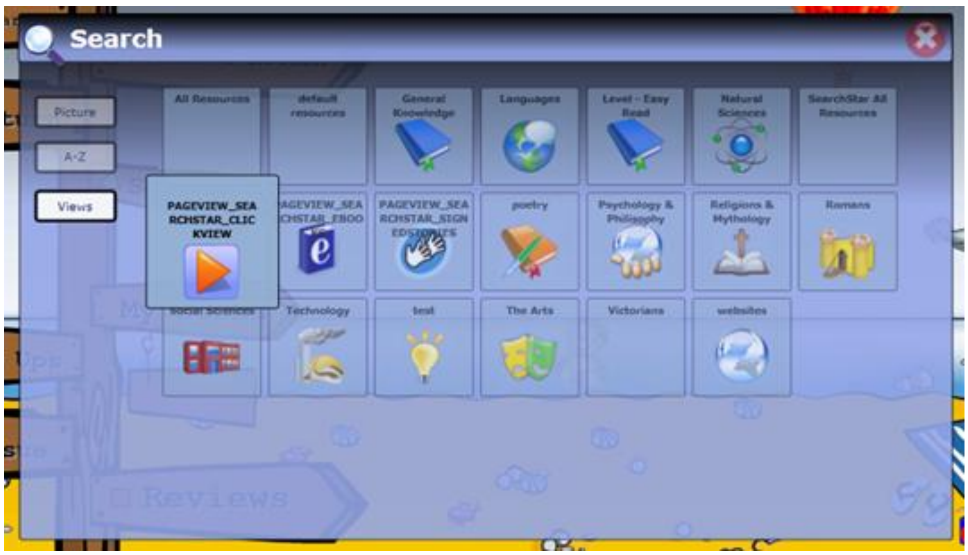
To check on the status of the import, navigate to **Schedule / View Tasks**.

The best way to find and play a video, if you know what you are looking for, is to search for it.

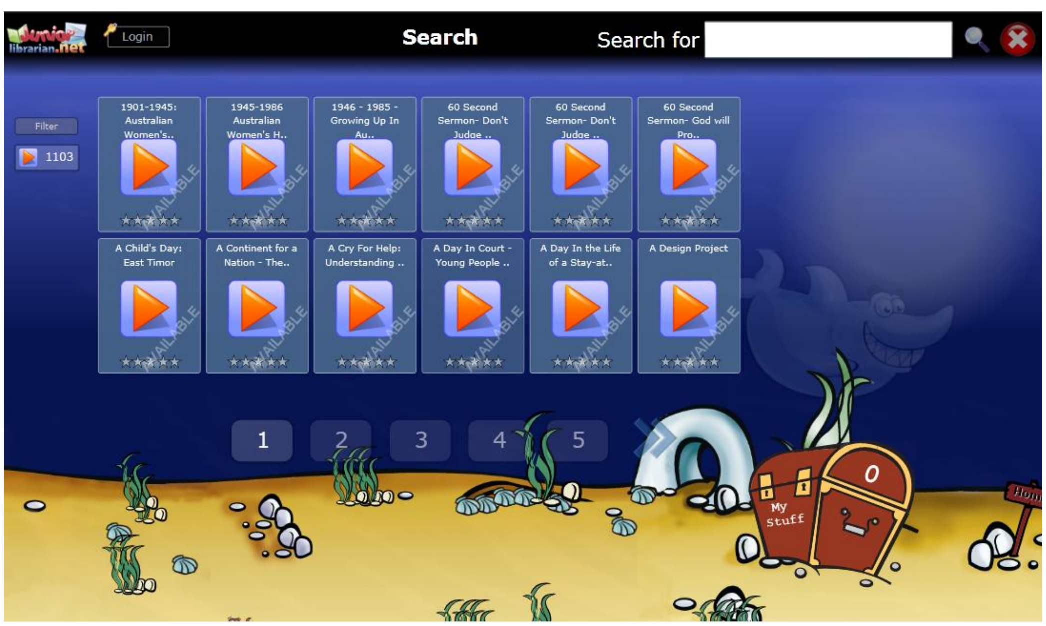
How do Borrowers view ClickView Videos in Junior Librarian.net?

On the **Home Page** click on the **Search** option on the signpost.

This will take you to the **Search** box, click on the **Views** button to display **page views** available for searching. See **Page Views** section in **Chapter 11: Customising Junior Librarian.net** for further information.

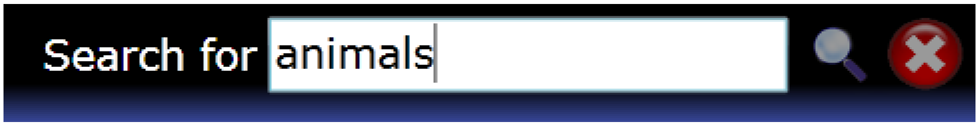


Click on the **ClickView** page view displayed above, which will navigate you to all available **ClickView** videos.

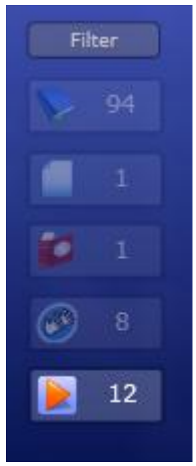


How do Borrowers search ClickView Videos in Junior Librarian.net?

Enter your search criteria in the **Search** box as displayed below.



Turn off all other media types in the **Filter** area by clicking on them, in order for just **ClickView** media types to be displayed.



Simply click on the resource and **Go to Site** to start playing the video.